Australian Government
National Health and Medical Research Council

NHMRC

Research Grants Management System
User Guide – Assessment Processes

Target Audience – Assessors, Applicants and RAOs

Version: 1.0
20 May 2015

WORKING TO BUILD A HEALTHY AUSTRALIA

VERSION CONTROL

Date	Version	Author	Details
20/5/15	1.0	Lynne Sell	Approved for publication

DOCUMENT CONTROL

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CONTINUOUS IMPROVEMENT

NHMRC endeavours to provide the best training to the Australian medical and health research community through a continuous improvement practice. Your feedback and recommendations will be used to review and update the training materials in the future. Any feedback can be sent to the RGMS training team at rgmstraining@nhmrc.gov.au.

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1. Introduction

This is the fifth in a series of RGMS user guides for members of the research community. This document should be read in conjunction with the Guide to NHMRC Peer Review and scheme-specific guidelines. The focus of this guide is the assessment phase of the NHMRC grant lifecycle.

Topics covered in this guide include:

- External assessment
- Panel processes, including declaring conflicts of interest and spokesperson assessments
- Applicant rebuttals

It is expected that anyone referring to this guide is familiar with the content in the RGMS Users Guide – Introduction to RGMS (Research Community).

To view the RGMS User Guide – Assigner Processes select this link.

1.1. Target Audience

This guide is primarily targeted at external assessors and peer review panel members. However, Section 5, addressing the rebuttal process, applies to applicants and RAOs only.

Where sections of this guide are only relevant to particular schemes, a note is appended at the beginning of the section.

1.2. What is the Research Grants Management System?

RGMS is a program and portfolio management system that enables you to apply for, track and administer NHMRC grants online, as well as participate in peer review.

Researchers can also maintain a profile and curriculum vitae, which is used for application and administrative purposes.

1.3. NHMRC Grants Lifecycle

The NHMRC grant lifecycle consists of four broad phases (see Figure 1).

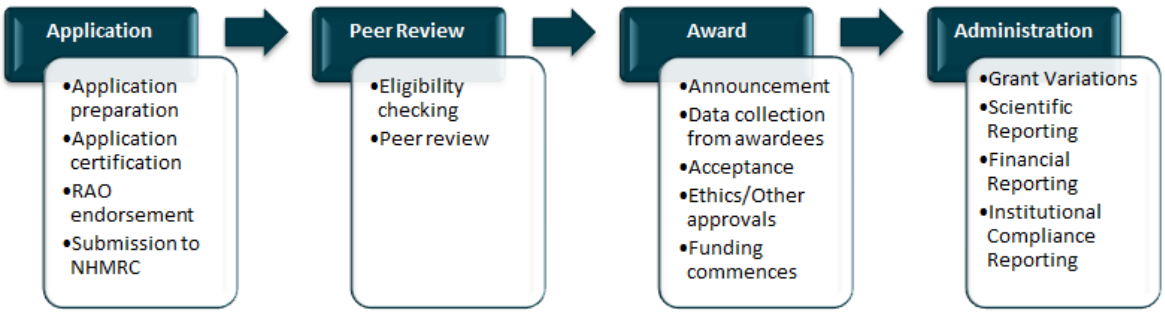


Figure 1 - NHMRC Grant Lifecycle

IMPORTANT NOTE

While this diagram summarises the typical steps in the process, the unique requirements of each NHMRC funding scheme may introduce additional or fewer steps. Always refer to the scheme-specific funding rules for further information and clarification.

1.4. RGMS Roles

Members of the research community play a number of different roles in the granting cycle. Typical roles are illustrated below.

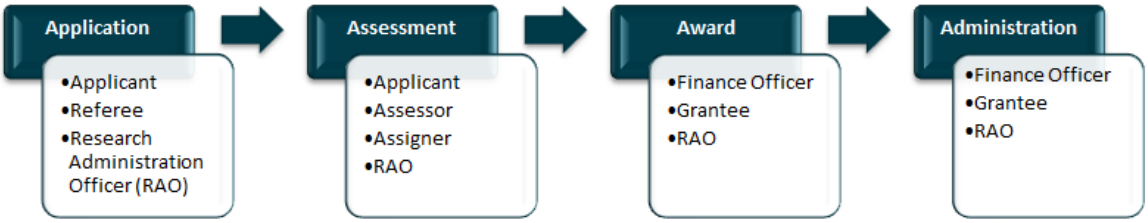


Figure 2 – RGMS Roles by Phase

2. External Assessment (Project Grants, Development Grants and Program Grants only)

IMPORTANT NOTE

This section only applies to external assessors for the following schemes:

- Project Grants
- Development Grants
- Program Grants

You have been asked to provide an external assessment for one or more application(s). This is in order to provide impartial advice regarding the application that is being considered for a grant. In this section we will outline how to:

- Accept an invitation and/or declare any conflicts of interest
- Complete your assessment

2.1. Accept an invitation and declare any potential conflicts of interest

The process for accepting an invitation and declaring potential conflicts of interest is outlined within the invitation emails sent by members of NHMRC's Assigners Academy. The emails contain a link to an external website where you are able to perform the following:

- Accept or decline the invitation
- Register any actual or perceived conflicts of interest(s)
- Request a ruling as to whether a conflict is of a high or low level

IMPORTANT NOTE

To assist assigners/NHMRC staff in making accurate rulings please provide as much detail surrounding your conflict as possible.

Once these steps have been completed, the details entered will be imported into RGMS and depending on your response you will be granted access to the relevant application documentation within RGMS.

2.2. Completing an Assessment

Following the Conflict of Interest steps, if you have either no CoI or have a low level of CoI, you will have access to the full application within RGMS for the purpose of completing your assessment against the published assessment criteria.

IMPORTANT NOTE

Save your work often. RGMS will 'time out' after 30 minutes of inactivity and **DOES NOT recognise typing as an activity.** A time out will cause you to lose any unsaved data.

When entering data into text fields with large character limits, avoid a time out by completing a draft of your work in an offline document such as Microsoft Word ®, from which you can copy and paste into the relevant RGMS fields.

*Please note that the **character count used within RGMS differs from that used by Word and Adobe**. To check that your data fits within the RGMS character limit restrictions please use the following resource; http://www.nhmrc.gov.au/_files_nhmrc/rgms_charcount/rgms_char_count.html.*

The following instructions outline the steps for locating the application documentation and completing an assessment in RGMS.

1. From the **RGMS Home** page select the **Assessors/Panel Members** tab.
2. Navigate to the Quicklinks for Assessors section and select the **Complete my assessments** quicklink.

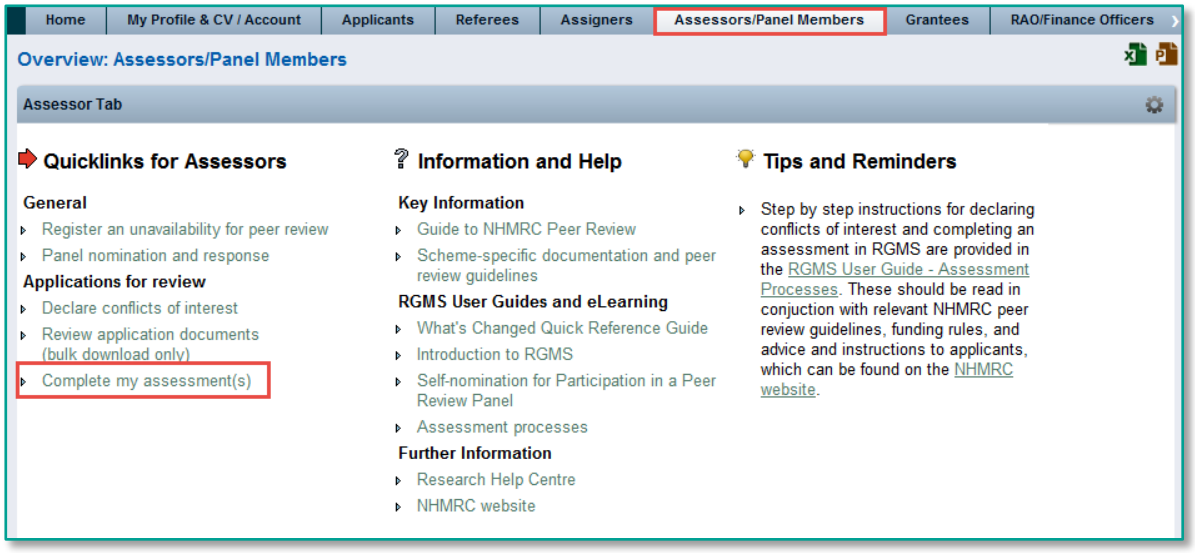

Home
My Profile & CV / Account
Applicants
Referees
Assigners
Assessors/Panel Members
Grantees
RAO/Finance Officers
Overview: Assessors/Panel Members
Assessor Tab
Quicklinks for Assessors
General
Register an unavailability for peer review
Panel nomination and response
Applications for review
Declare conflicts of interest
Review application documents (bulk download only)
Complete my assessment(s)
Information and Help
Key Information
Guide to NHMRC Peer Review
Scheme-specific documentation and peer review guidelines
RGMS User Guides and eLearning
What's Changed Quick Reference Guide
Introduction to RGMS
Self-nomination for Participation in a Peer Review Panel
Assessment processes
Further Information
Research Help Centre
NHMRC website
Tips and Reminders
Step by step instructions for declaring conflicts of interest and completing an assessment in RGMS are provided in the RGMS User Guide - Assessment Processes. These should be read in conjuction with relevant NHMRC peer review guidelines, funding rules, and advice and instructions to applicants, which can be found on the NHMRC website.

Figure 3 – Accessing the Assessors/Panel Members Page and Complete My Assessments Quicklink

3. Use the Round lookup field by typing a part of the Round name directly into the field and select the appropriate options or by selecting the binoculars icon to select the relevant round and select **Add**. Add

For more information on lookup fields refer to section ***3.2.2 Lookup*** in the RGMS User Guide – Introduction to RGMS (Research Community).

To commence your review you will need to gain access to various documentation e.g. grant proposal or summary documents.

4. Select the **folder** icon for the application to review the documents you require. A small portlet window will open in RGMS displaying the **Snapshot Reports** tab.

5. Click on the name of the file you require to open/download the document

Properties
Snapshot Reports
Processes
Assessment Detail: | CIA - - Snapshot Reports
Hints and Instructions
Only the application summary will display before the conflict of interest has been declared. Other documents will only display when NHMRC confirms the declared conflicts and sets assessment involvement to full.
Application Snapshot Reports
Attachment
Created
_Assessor.pdf
28/02/2014 09:10
_Summary.pdf
28/02/2014 09:10
_2 Proposal.pdf
06/03/2014 09:27
Displaying 1 - 3 of 3
External Assessor and Spokesperson Scores - Project Grants
There are no items to display

Figure 4- Assigners Tab: Viewing Assessment Snapshot Reports

6. Once you have reviewed the required documentation, you are ready to enter your assessment. Navigate to and select the **Properties** tab dropdown ▾ menu at the top of the page.

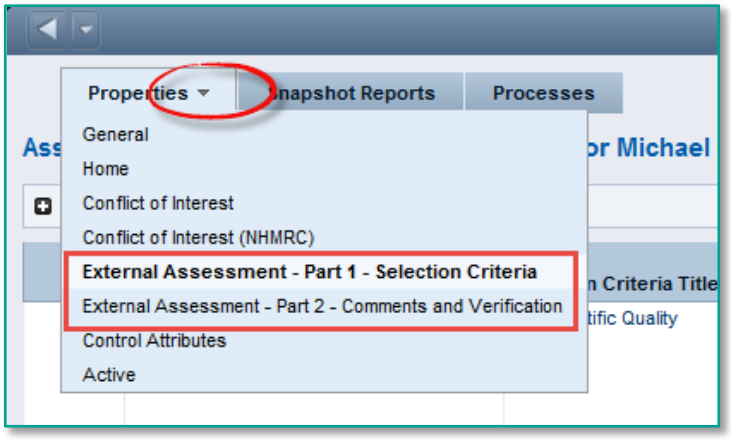


Figure 5 – Accessing the detail tab

7. Select **the External Assessment – Part 1 – Selection Criteria** link from the menu.

8. Enter your comments, questions, strengths/weaknesses for each criterion in the **Comments** fields as detailed within the scheme specific peer review guidelines. It is recommended comments be copied from another source (i.e. Word document), and pasted into the **Comments** fields.

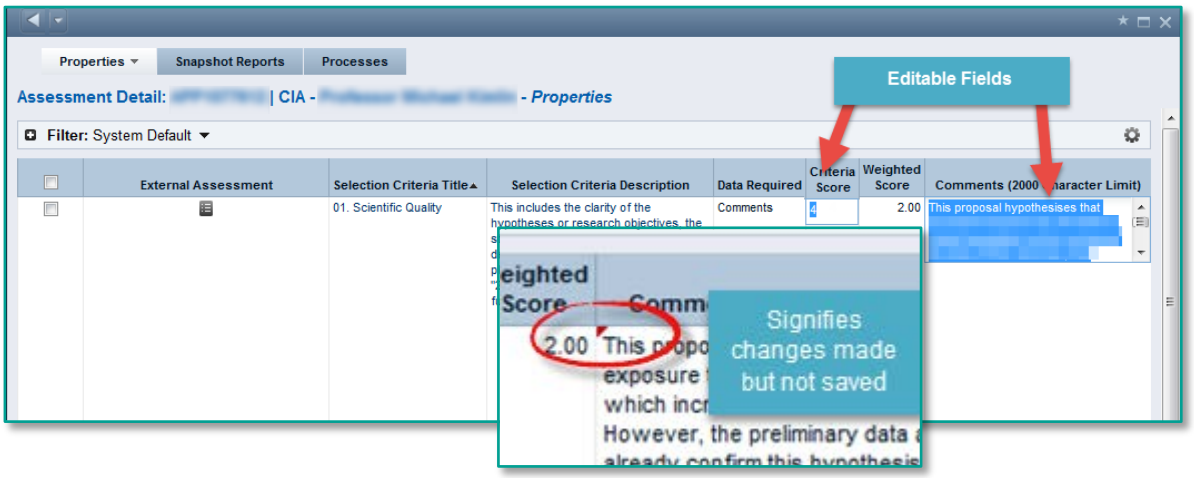


Figure 6 – In-line Editing in the External Assessment Selection Criteria table

IMPORTANT NOTE

External Assessors for Project Grants and Program Grants do not enter scores.

9. Select **Save.**

10. Navigate to the **Properties** tab dropdown menu at the top of the page again, and select **External Assessment – Part 2 – Comments and Verification** from the menu.

11. In the fields provided, enter any budget comments, and/or additional comments you want to include with this assessment.

12. From the **Verify External Assessment** dropdown field select **Yes, Assessment is complete.** (Note: if you haven't entered all necessary scores or comments, the dropdown list will instead inform you what is missing. You will need to complete the missing information before returning to this step.)

13. To complete the submission of your assessment, select **Save and Return**.

IMPORTANT NOTE

Once submitted and the verification process is complete, your assessment will be locked and cannot be altered in any way.

3. Self-nomination for Participation in a Peer Review Panel

The following instructions outline the steps on how to nominate yourself to participate in a peer review panel for an upcoming funding initiative. Self-nomination is not available at all times for all schemes. Availability is advertised via *Research Tracker* when appropriate.

Before starting your self-nomination:

- Log in to RGMS at https://www.rgms.nhmrc.gov.au .
- Ensure all keywords in your **Profile** are accurate.
- Ensure NHMRC is aware of any future **Peer Review Unavailability**. If you need to update this information:
- Follow steps 1 - 4 below
- At step 5, under the **Properties** tab dropdown menu select either the sub-menu **Pro-RE: Research Interests** link or **Pro-PU: Peer Review Unavailability** link, as appropriate.
- If there is no need to update, follow Steps 1 - 14.

For indicative dates of when peer review panels are expected to meet, refer to the Funding Scheme Activity Calendar on the NHMRC website at: http://www.nhmrc.gov.au/grants/funding-calendar/3-month-funding-scheme-activity-calendar.

1. Select the **My Profile & CV / Account** tab.

2. Navigate to the **Quicklinks to Edit My Account** section and select **Panel Nomination and Response** link. The Profile and CV List page will open:

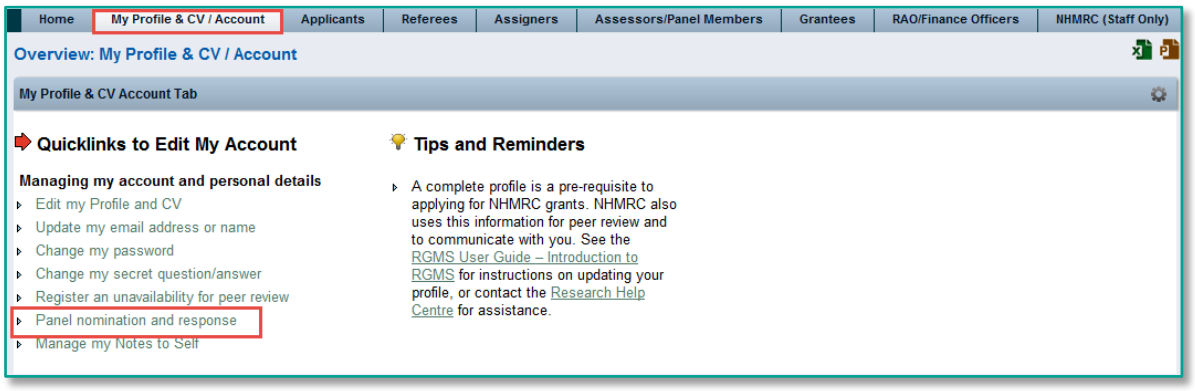

Home
My Profile & CV / Account
Applicants
Referees
Assigners
Assessors/Panel Members
Grantees
RAO/Finance Officers
NHMRC (Staff Only)
Overview: My Profile & CV / Account
My Profile & CV Account Tab
Quicklinks to Edit My Account
Managing my account and personal details
Edit my Profile and CV
Update my email address or name
Change my password
Change my secret question/answer
Register an unavailability for peer review
Panel nomination and response
Manage my Notes to Self
Tips and Reminders
A complete profile is a pre-requisite to applying for NHMRC grants. NHMRC also uses this information for peer review and to communicate with you. See the RGMS User Guide – Introduction to RGMS for instructions on updating your profile, or contact the Research Help Centre for assistance.

Figure 7 – Accessing Panel nomination and response

3. Select the **Properties Icon** to open the profile required.

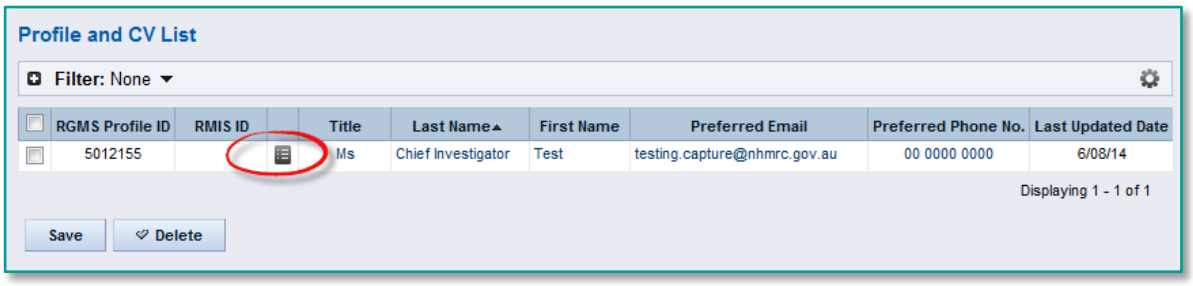


Figure 8 – Accessing the Profile and CV: Profile page

4. Navigate to the **Properties** tab dropdown menu at the top of the page and select the sub-menu **Pro-PN: Panel Nominations and Invitations** link.

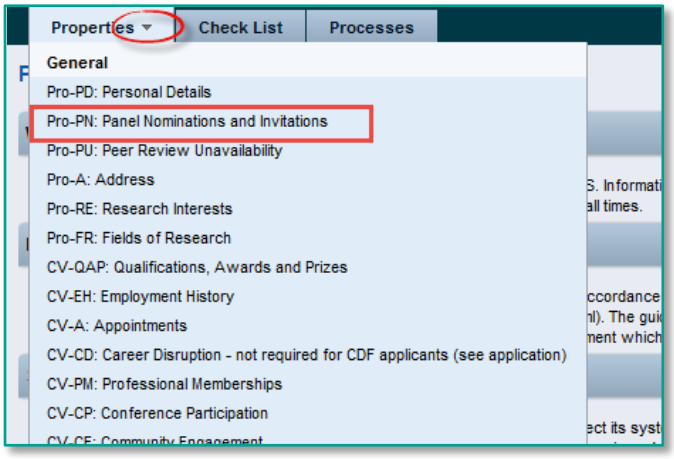


Figure 9 – Accessing the Panel Nominations and Invitations page

5. Select **New** to open the Create Panel Nominations and Invitations page.

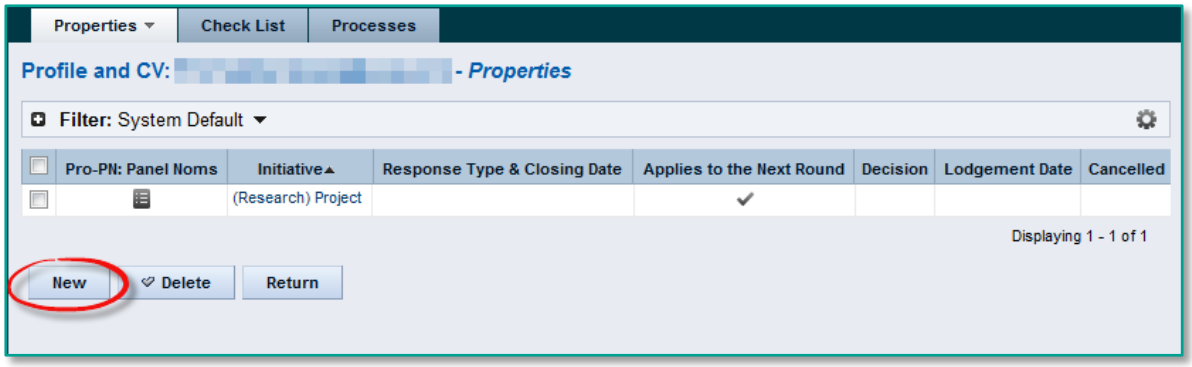


Figure 10 – Accessing the Create Panel Nominations and Invitations page

6. From the **Initiative** dropdown field, select the appropriate initiative, e.g. for Project Grants, select (Research) Project from the list.

[At certain times during the NHMRC funding cycle, there may be no funding initiatives actively accepting nominations. If that is the case, you will find no options available in the dropdown menu at Step 6.]

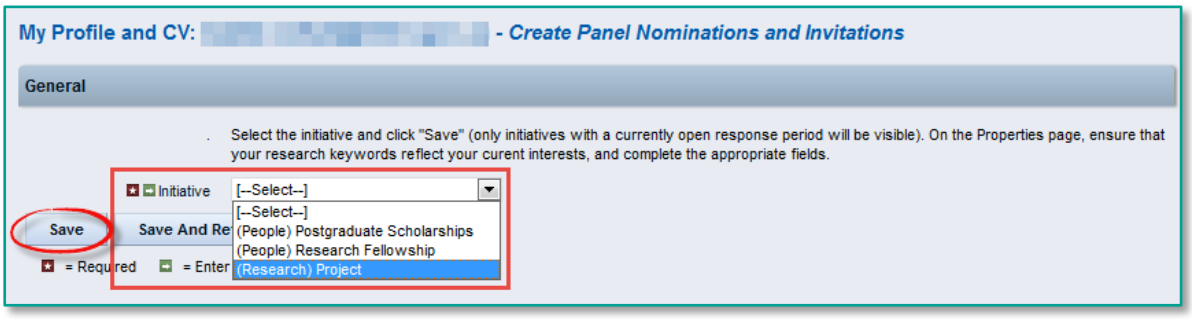

My Profile and CV: - Create Panel Nominations and Invitations
General
Select the initiative and click "Save" (only initiatives with a currently open response period will be visible). On the Properties page, ensure that your research keywords reflect your curent interests, and complete the appropriate fields.
Initiative
[--Select--]
[--Select--]
(People) Postgraduate Scholarships
(People) Research Fellowship
(Research) Project
Save
Save And Re
= Required
= Enter

Figure 11 – Create Panel Nominations and Invitations

7. Select **Save**.

8. A new page - **Panel Nominations and Invitations Properties: nominations - General** - will open. From the **Response Type And Closing Date** dropdown field select the appropriate option.

   [Depending on the initiative selected, either one or two options may be available at Step 8. If no options are available, the selected initiative is not currently accepting nominations.]

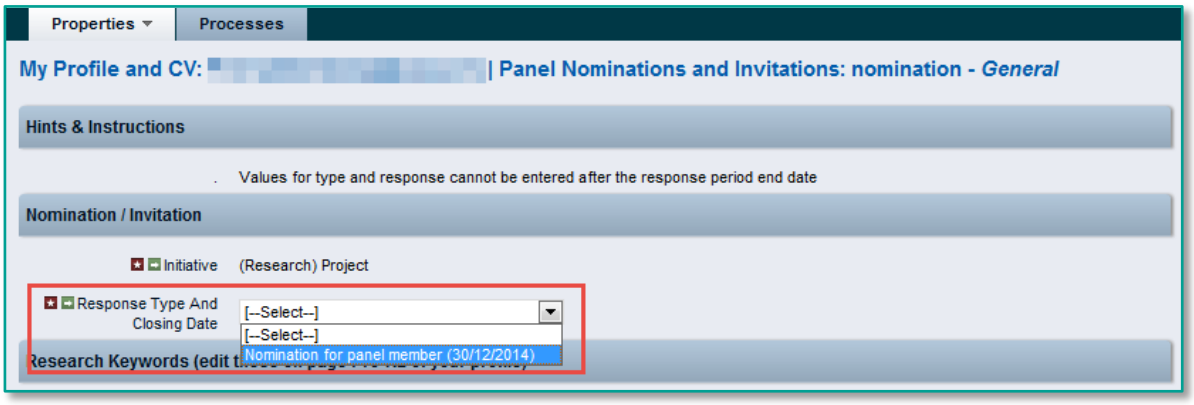
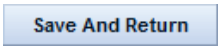

Properties
Processes
My Profile and CV: | Panel Nominations and Invitations: nomination - General
Hints & Instructions
Values for type and response cannot be entered after the response period end date
Nomination / Invitation
Initiative
(Research) Project
Response Type And Closing Date
[--Select--]
[--Select--]
Nomination for panel member (30/12/2014)

Figure 12 - Create Panel Nomination and Invitations: Response Type

9. On the same screen, select **Yes** from the **Submit Nomination for GRP Membership?** Dropdown field, or;

   a. If rescinding a previous action, select **Yes** in the **I Want to Cancel My Response** dropdown field.

10. Use the **Comments** field if you wish to enter comments with regards to your expertise that may assist NHMRC.

11. Select **Save and Return** 

to send your nomination to NHMRC and return to the **My Profile and CV: Profile** page. *Note: You will not be able to submit a nomination for lodgement if the closing date has passed. [Closing date is displayed in the **Response Type And Closing Date** dropdown field.]*

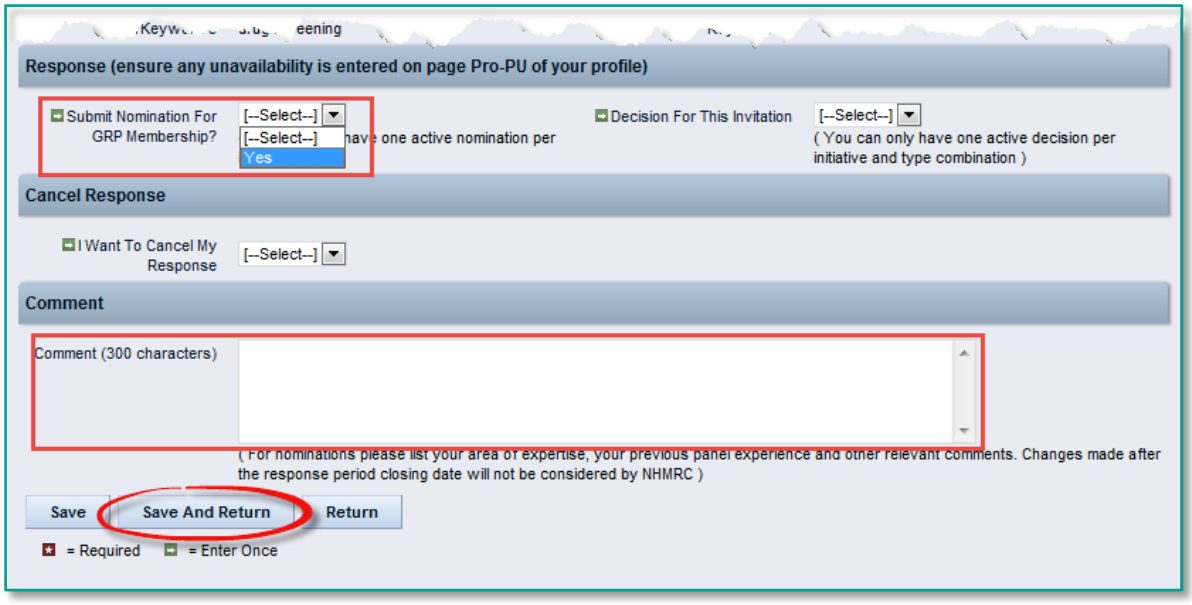

Response (ensure any unavailability is entered on page Pro-PU of your profile)
Submit Nomination For GRP Membership?
[--Select--]
[--Select--]
Yes
one active nomination per
Decision For This Invitation
[--Select--]
(You can only have one active decision per initiative and type combination)
Cancel Response
I Want To Cancel My Response
[--Select--]
Comment
Comment (300 characters)
(For nominations please list your area of expertise, your previous panel experience and other relevant comments. Changes made after the response period closing date will not be considered by NHMRC)
Save
Save And Return
Return
= Required
= Enter Once

Figure 13 - Submit Nomination for GRP Membership

12. Refresh your screen to display the date as confirmation your nomination is lodged with NHMRC. Depending on system activity, you may have to refresh more than once. Additionally, an email will be sent to you confirming receipt of your nomination.

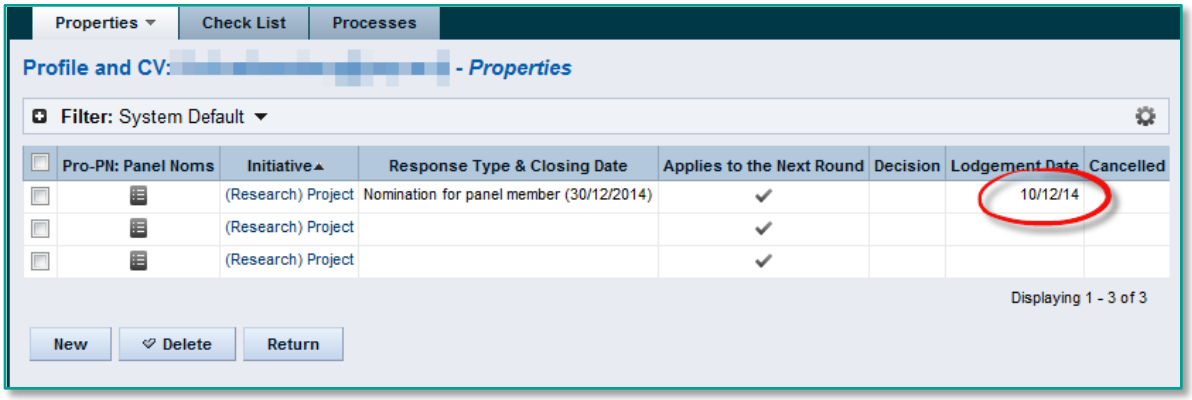


Figure 14 - Confirmation of Nomination Lodgement

4. Panel Processes

As a panel member you will be required to perform a portion of your duties within RGMS. This section outlines how to:

- Download application documents.
- Declare conflicts of interest and indicate suitability as a spokesperson.
- Record spokesperson assessments (selected schemes only).
- Rescore an application (Development Grants and Project Grants only).

4.1. Downloading Application Documents

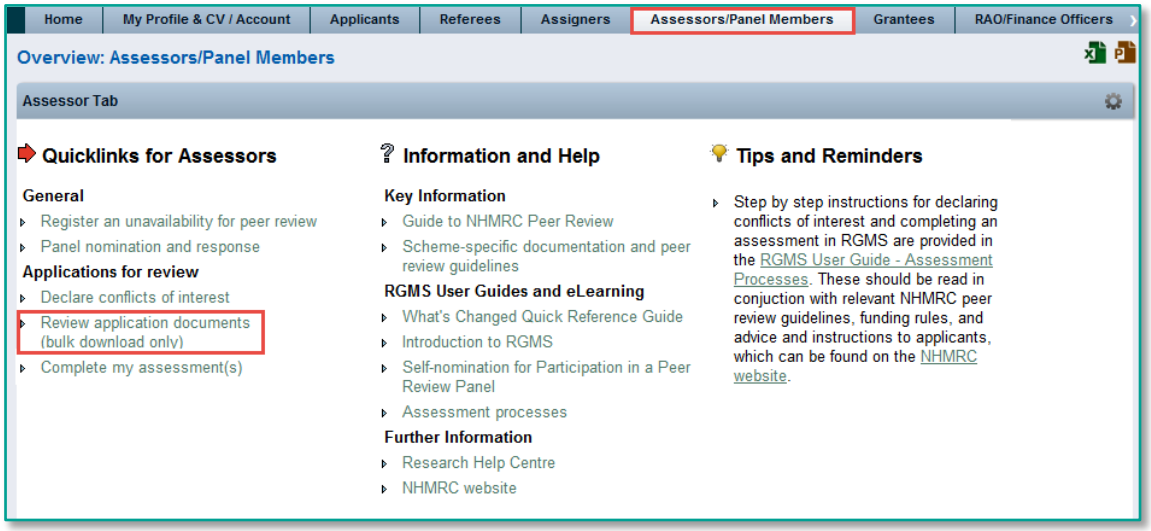
The following instructions outline the steps for utilising the **Download All** function. As an assessor you will need to download documents at various stages of the peer review process, for example:

- download application summaries to declare conflicts of interest (CoIs).
- download full application documentation to assess the application.

The downloaded documents will be extracted from RGMS in a password protected zip file.

1. From the RGMS Home page select the **Assessors/Panel Members** tab.

2. Navigate the **Quicklinks for Assessors** and select the **Review application documents (bulk download only)** quicklink.


Home
My Profile & CV / Account
Applicants
Referees
Assigners
Assessors/Panel Members
Grantees
RAO/Finance Officers
Overview: Assessors/Panel Members
Assessor Tab
Quicklinks for Assessors
General
Register an unavailability for peer review
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Applications for review
Declare conflicts of interest
Review application documents (bulk download only)
Complete my assessment(s)
Information and Help
Key Information
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Further Information
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Tips and Reminders
Step by step instructions for declaring conflicts of interest and completing an assessment in RGMS are provided in the RGMS User Guide - Assessment Processes. These should be read in conjuction with relevant NHMRC peer review guidelines, funding rules, and advice and instructions to applicants, which can be found on the NHMRC website.

Figure 15 – Accessing the Review Application Documents Quicklink

3. Select the **New Download Documents** button at the very bottom of the page to create a new download request.

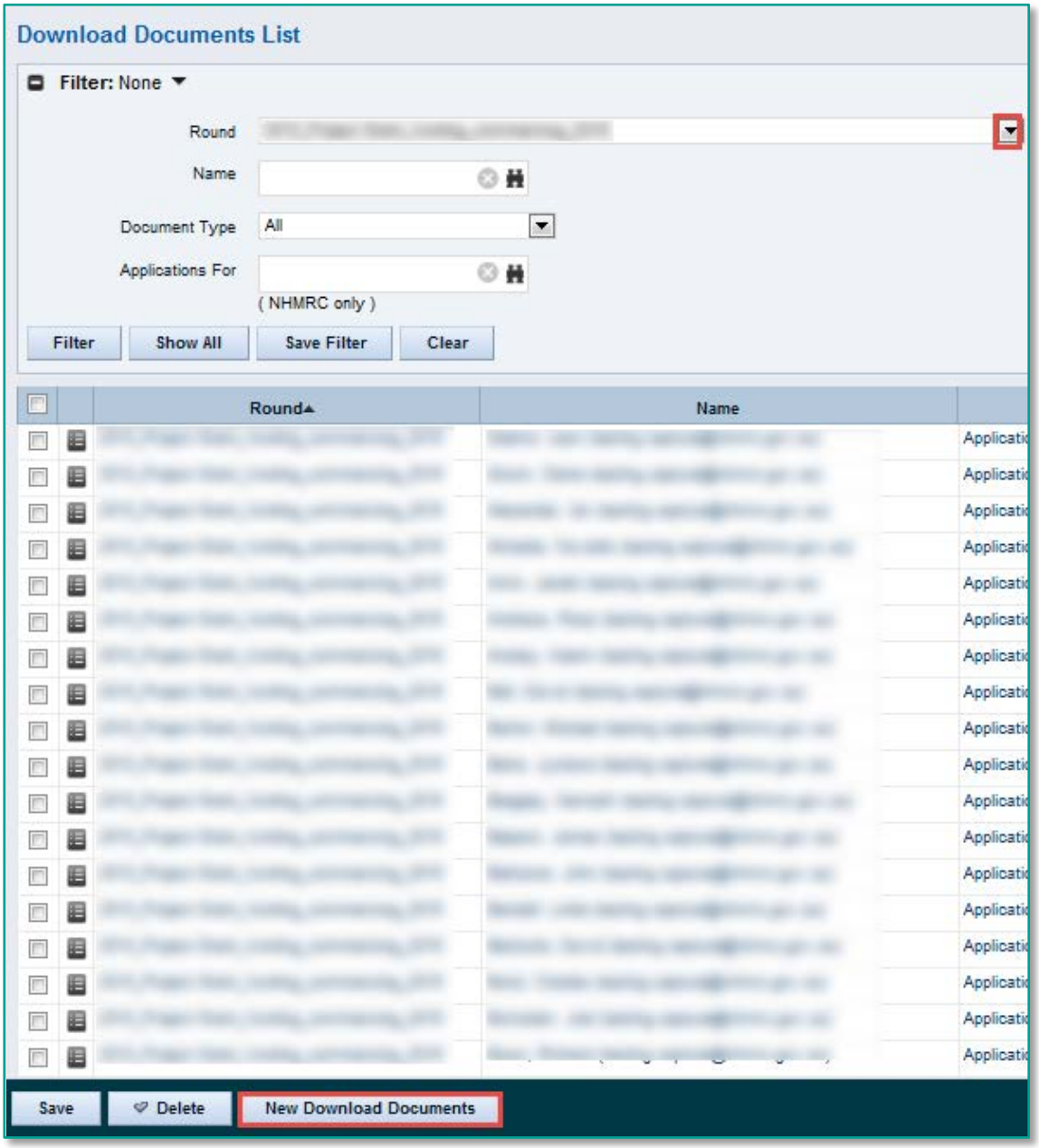


Figure 16 – Download Documents List: Creating a new download documents

4. Select the relevant **Round** from the **Round** dropdown field.

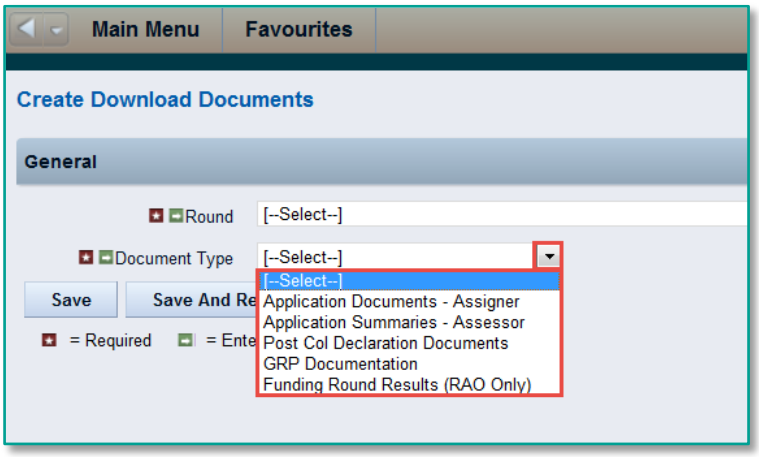


Figure 17 – Create Download Documents page: General

5. Select the appropriate **Document Type** from the dropdown menu;

   a. **Application Summaries – Assessor –** download all of the application summaries (used for declaring CoIs).

   b. **Post CoI Declaration Documents –** download each full application (used once CoIs are complete for preparing written assessments).

   c. **GRP Documentation -** download each full application with assessor comments and applicant Responses (rebuttals) included (used for Dementia Research Team Grants, Project Grants, Development Grants, Program Grants, once the Rebuttal process is complete for panel review).

   d. **Funding Round Results (RAO Only)** - download outcome documentation (result letters; feedback reports; and schedules for your institution) for all schemes (also refer to ***section 2.2*** of the RGMS User Guide - Awarding Grants).

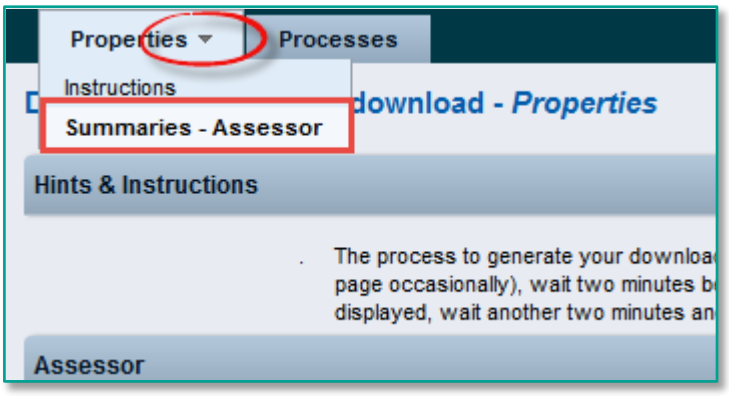


Figure 18 – Accessing the requested document type

6. Select **Save** Save and this will return you to the **Document Download: Properties** page.

7. Navigate to **Properties dropdown** ☐menu and select the **Document Type** you selected at **Step 5** (i.e. Application Documents–Assigner, **Application Summaries – Assessor**, Post Col Declaration Documentations or GRP Documentation). This will open to the **Download Documents: download – Properties** page.

8. In the **Name** field, use the automatic lookup function by typing directly into the field and selecting from the matching options provided. Alternatively, you can select the binoculars icon; select your name and select **Add**. Add

For more information on lookup fields Refer to ***Section 3.8 Lookup*** of RGMS User Guide – Introduction to RGMS (Research Community).

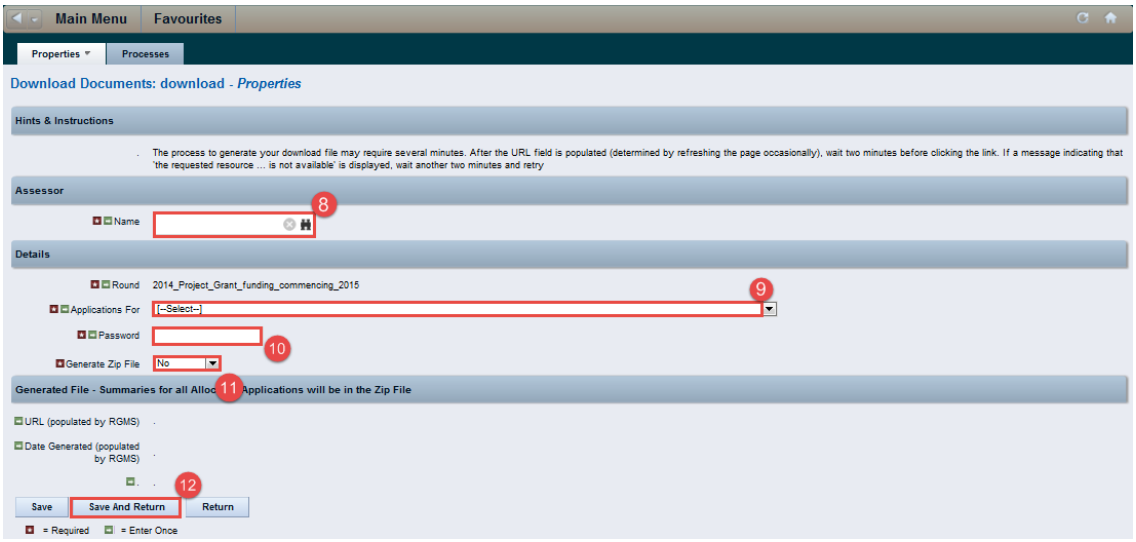


Figure 19 – Download Documents Download Properties page

9. Use the **Applications For** dropdown field to select the relevant panel.

10. Create a password for the zip file and enter it in the **Password** field.

IMPORTANT NOTE

The password will be used to gain access to the downloaded zip file ONLY and must be no more than 20 characters in length. It will be recorded on this page for future reference and **will be visible** both to you **and some NHMRC staff**.

11. Select **Yes** from the **Generate Zip File** dropdown menu.

12. Select **Save** Save to save your data and generate the zip file. This may take a few minutes to generate.

13. The URL link should appear. If not, you may need to refresh the page for the URL to appear.

14. When the URL is generated, select the hyperlink to the file. You will have 48 hours to download the zip file. You may be prompted to save or open the zip file.

15. Save the file to your computer as per your operating system process.

16. If an error message appears (e.g. Status 404 Error) or nothing happens when you select the URL, close the error message, wait five minutes, refresh the page and then re-select the URL.

17. Open the zip file on your computer using a zip file expander program (such as WinZip or Peazip [PC] or StuffIt Expander [Mac]). You will be required to enter the password you entered to open the files.

18. If you are a Mac user and experience difficulties with this step please refer to **section 4.1.1** below.

19. Extract the application documents to a folder on your computer (refer to your zip file expander program processes). This will save having to enter the password each time the documents are opened.

IMPORTANT NOTE

All application documentation will be extracted to the specified file destination.

Within the extracted files will be a document called **AAA_(Assessor Name)**. This document itemises the applications contained within the generated file and indicates the currently assigned assessment type for each one.

4.1.1. Additional details for Mac users

Macintosh users may experience problems opening downloaded zip files from RGMS. The problem may occur because the default utility selected by Macs may be incompatible with the RGMS zip file. Mac users may need to use ***Stuffit Expander*** program to read this file, but by default, a Mac will attempt to use Archive Utility.

The following steps will allow the zip file's content to be successfully extracted on a Mac:

1. When the URL is generated, select the hyperlink to the downloadable zip file. This will download the file and the Mac operating system will immediately try to decompress the file, and may fail.

2. Use the **Finder** utility to navigate to the directory where Safari stores downloaded files (eg /Users/<user ID>/downloads).

3. Highlight the required file.

4. From the **File menu** in **Finder**, select **Open With** and choose **StuffIt Expander** from the displayed options.

5. When requested, enter the **password** previously entered into RGMS when the file was generated. This field is still visible in RGMS, refer to previous section**.**

6. A subdirectory (folder) containing the relevant files will be created in the current directory (folder).

4.2. Declaring Conflicts of Interest and Indicating Suitability as a Spokesperson

Before RGMS allows you access to the full set of relevant documentation associated with any application, you must first declare any conflicts of interest (CoI). Panel members will be given access to the full application only if they have a 'no' or a 'low' CoI. Where panel members have a 'high' CoI, they will not be granted access to the full details of the application.

1. From the **RGMS Home page**, navigate to and select the **Assessors/Panel Members** tab.

2. Navigate to the **Quicklink for Assessors** section and select the **Declare conflicts of interest** quicklink.

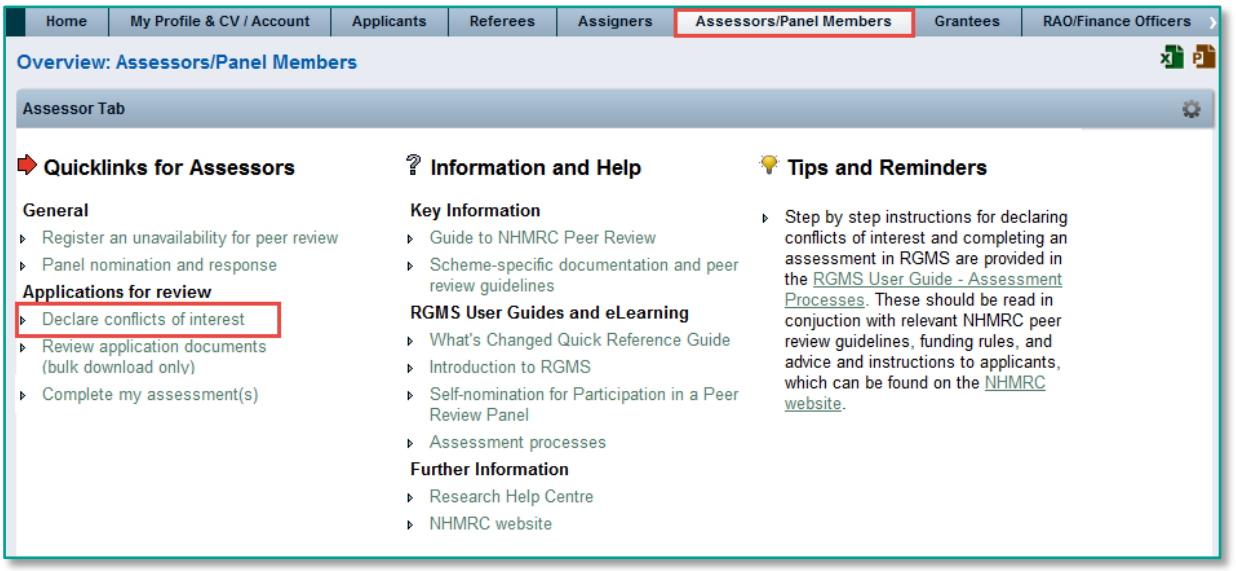

Home
My Profile & CV / Account
Applicants
Referees
Assigners
Assessors/Panel Members
Grantees
RAO/Finance Officers
Overview: Assessors/Panel Members
Assessor Tab
Quicklinks for Assessors
General
Register an unavailability for peer review
Panel nomination and response
Applications for review
Declare conflicts of interest
Review application documents (bulk download only)
Complete my assessment(s)
Information and Help
Key Information
Guide to NHMRC Peer Review
Scheme-specific documentation and peer review guidelines
RGMS User Guides and eLearning
What's Changed Quick Reference Guide
Introduction to RGMS
Self-nomination for Participation in a Peer Review Panel
Assessment processes
Further Information
Research Help Centre
NHMRC website
Tips and Reminders
Step by step instructions for declaring conflicts of interest and completing an assessment in RGMS are provided in the RGMS User Guide - Assessment Processes. These should be read in conjuction with relevant NHMRC peer review guidelines, funding rules, and advice and instructions to applicants, which can be found on the NHMRC website.

Figure 20 – Accessing the Declare Conflicts of Interest Quicklink

3. Use the Round lookup field to enter the Round name by typing in the field directly and selecting the matching option, then select the **Filter** Filter button. Alternatively you can use the binocular icon to select the relevant round then select the relevant round and select **Add** Add For more information on lookup fields Refer to ***Section 3.8 Lookup*** of **RGMS User Guide – Introduction to RGMS (Research Community).**

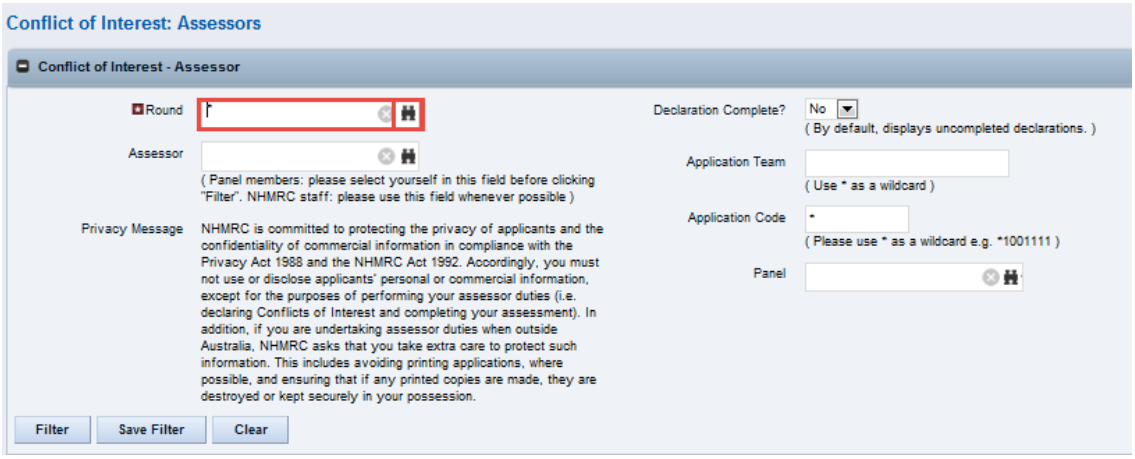

Conflict of Interest: Assessors
Conflict of Interest - Assessor
Round
Assessor
(Panel members: please select yourself in this field before clicking "Filter". NHMRC staff: please use this field whenever possible)
Privacy Message
NHMRC is committed to protecting the privacy of applicants and the confidentiality of commercial information in compliance with the Privacy Act 1988 and the NHMRC Act 1992. Accordingly, you must not use or disclose applicants' personal or commercial information, except for the purposes of performing your assessor duties (i.e. declaring Conflicts of Interest and completing your assessment). In addition, if you are undertaking assessor duties when outside Australia, NHMRC asks that you take extra care to protect such information. This includes avoiding printing applications, where possible, and ensuring that if any printed copies are made, they are destroyed or kept securely in your possession.
Declaration Complete?
No
(By default, displays uncompleted declarations.)
Application Team
(Use * as a wildcard)
Application Code
*
(Please use * as a wildcard e.g. *1001111)
Panel
Filter
Save Filter
Clear

Figure 21 – Round Look-up Field

4. The selected funding round now populates the **Round** field. Select **Filter** Filter to update the listed results. The default display on the resulting page is a list of applications for which you have not yet declared a CoI.

IMPORTANT NOTE

Take note of the **All Active Conflicts List** section at the bottom of the page. Although not every possible conflict scenario is included here, many of the more common High and Low conflicts are displayed to assist you with determining your level of conflict.

5. Complete your declarations and suitability by clicking on each application and selecting from a dropdown menu within each cell outlined below.

   The cells to be edited are:

   - **Declaration Complete?** – Complete this step once all other entries for this particular application are completed. The dropdown menu will appear when you click on the red X. Use this dropdown menu to change the default setting of **No** to **Yes.**
   - **Are you in Conflict?** – The default is set to **I have no conflicts**. You can change this by clicking dropdown menu and selecting the appropriate response. If you are uncertain, select **I require a ruling**.
   - **Details of Conflict** – The default is set to **There are no conflicts of interest.** If you have selected **High, Low** or **I require a ruling** use this field to provide staff with sufficient detail to assess your level of conflict by typing directly into it. The field holds no more than 500 characters.
   - **Suitable as SP** – Use the dropdown menu to best describe your suitability to act as a Spokesperson on this application:
     - **Yes** – This is within my area of expertise and I would feel comfortable acting as a spokesperson on this application.
     - **Limited** – I have limited expertise in this area.
     - **No** – This application falls outside my area of expertise.

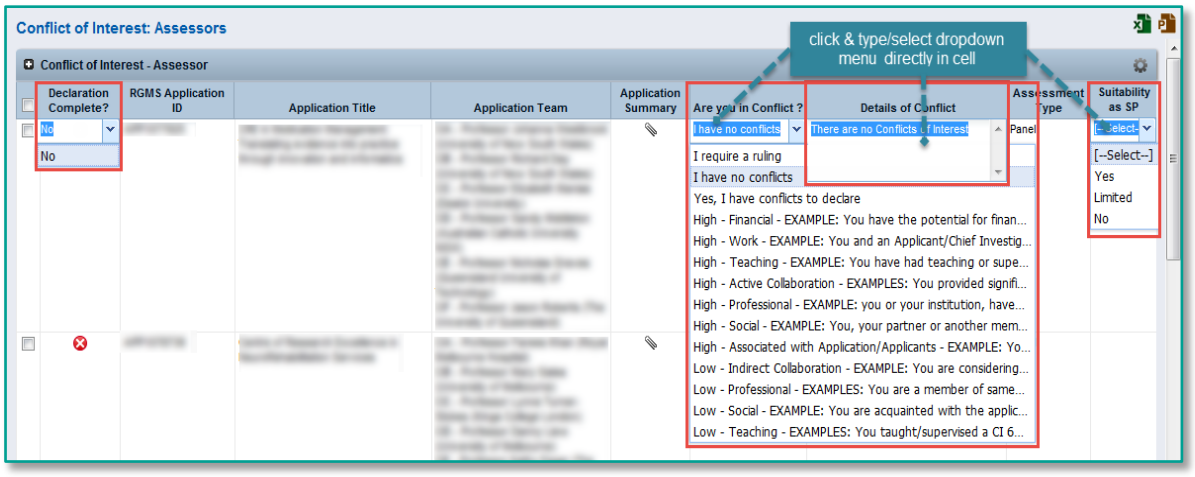

Conflict of Interest: Assessors
Conflict of Interest - Assessor
click & type/select dropdown menu directly in cell
Declaration Complete?
RGMS Application ID
Application Title
Application Team
Application Summary
Are you in Conflict ?
Details of Conflict
Assessment Type
Suitability as SP
I have no conflicts
There are no Conflicts of Interest
I require a ruling
I have no conflicts
Yes, I have conflicts to declare
High - Financial - EXAMPLE: You have the potential for finan...
High - Work - EXAMPLE: You and an Applicant/Chief Investig...
High - Teaching - EXAMPLE: You have had teaching or supe...
High - Active Collaboration - EXAMPLES: You provided signifi...
High - Professional - EXAMPLE: you or your institution, have...
High - Social - EXAMPLE: You, your partner or another mem...
High - Associated with Application/Applicants - EXAMPLE: Yo...
Low - Indirect Collaboration - EXAMPLE: You are considering...
Low - Professional - EXAMPLES: You are a member of same...
Low - Social - EXAMPLE: You are acquainted with the applic...
Low - Teaching - EXAMPLES: You taught/supervised a CI 6...
[--Select--]
Yes
Limited
No

Figure 22 – In-field editing within the Conflict of Interest: Assessors Page

To verify that your declarations have been recorded in RGMS, a red tag (refer to **Figure 23**) will appear in the left hand corner of the cell you have edited, once you have clicked out of the cell. The red tag will disappear once you have saved.

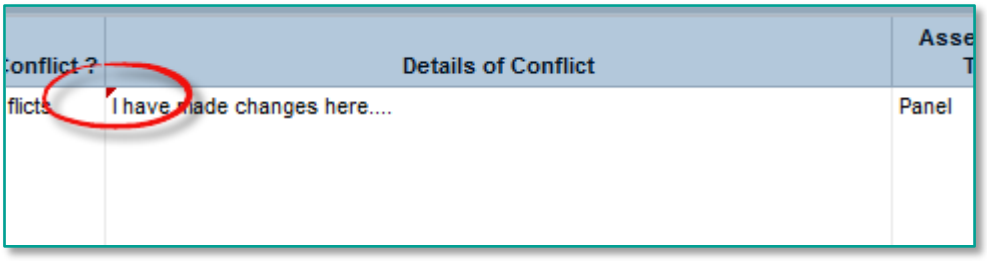
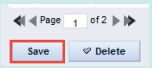


Figure 23 – Verifying declarations have been recorded in RGMS

6. Select **Save** Save to save your declarations.

IMPORTANT NOTE

RGMS will not save any data if you move to another page, within the Conflict of Interest: Assessor page, without saving.

If the number of applications occupies more than one page,  **you must Save** Save **each page** before advancing to the next.

The text **No items to display** should appear in the filtered results section, indicating that there are no further applications for which you need to declare conflicts. If applications continue to appear in the filtered results you will need to repeat steps 5 and 6 in relation to those applications until **No items to display** appears in the filtered results.

4.3. Spokesperson Assessments

As a spokesperson for a peer review panel, you will need to submit your initial scores and comments in RGMS for all applications assigned to you. Depending on the scheme, once this has been completed these comments may be provided to the applicant and they may be provided the opportunity for rebuttal against these comments. Following this final scoring (rescoring) then takes place as outlined in the following section 4.3.1.

IMPORTANT NOTE

- **Save your work often**. RGMS will 'time out' after 30 minutes of inactivity and **DOES NOT recognise typing as an activity**. A time out will cause you to lose any unsaved data.
- Avoid a time out by completing a draft of your work in an offline document such as Word, from which you can copy and paste into the RGMS assessment fields. The following instructions outline the steps for completing an assessment in RGMS.

1. From the **RGMS Home page** navigate to and select the **Assessors/Panel Members** tab.

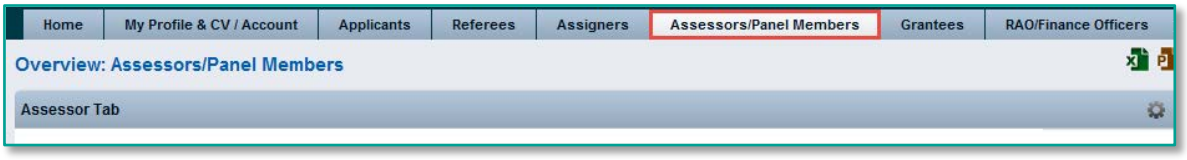


Figure 24 – Accessing the Assessors/Panel Members Page

2. Select the **Complete my assessments** quicklink.

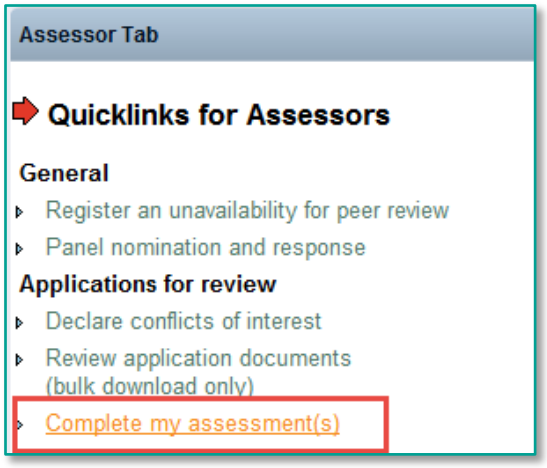


Figure 25 – Complete My Assessments Quicklink

3. Use the lookup field by selecting the binoculars icon to select the relevant round.

4. Enter the round name and select the **Filter** Filter button. Select the relevant round and select **Add** Add.

5. Select the **properties icon** of the application for which you want to enter an assessment.

6. From the **Properties dropdown** menu select the **Panel/SP Assessment – Part 1 - Selection - Criteria** link. The page will display all assessment criteria for this application and fields to populate your considered assessment. The **Initial Criteria Score** and **Initial Comments** columns are the editable fields required to be used for the subsequent steps.

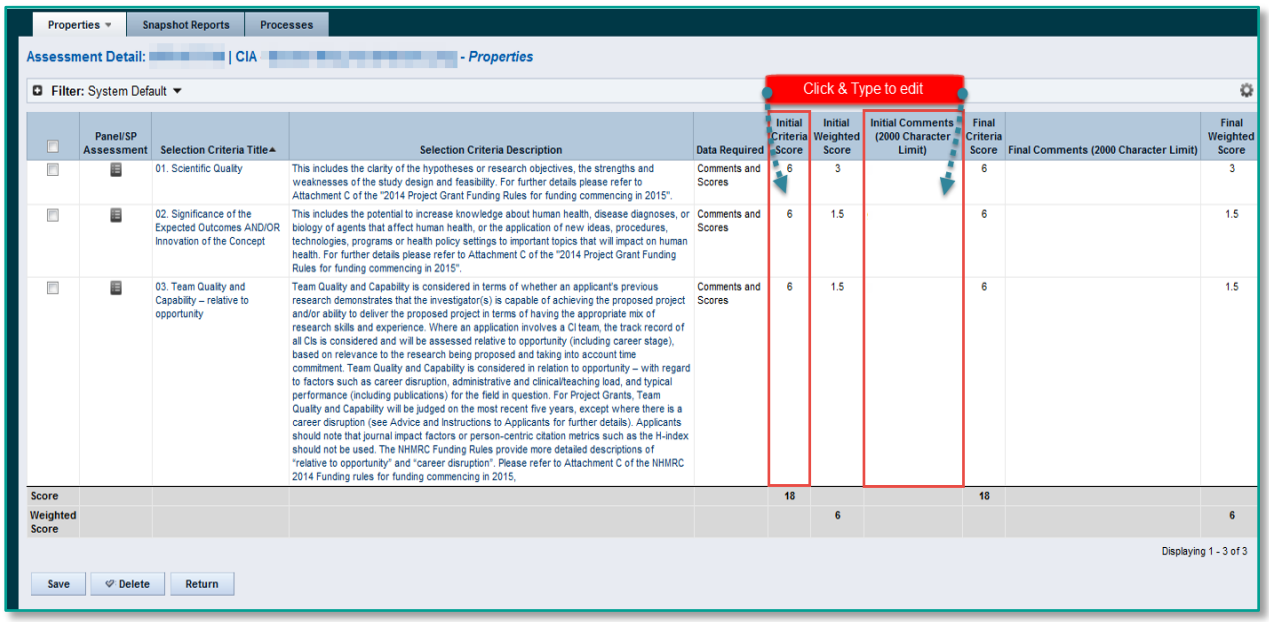

Properties
Snapshot Reports
Processes
Assessment Detail: | CIA - Properties
Filter: System Default
Click & Type to edit
Panel/SP Assessment
Selection Criteria Title
Selection Criteria Description
Data Required
Initial Criteria Score
Initial Weighted Score
Initial Comments (2000 Character Limit)
Final Criteria Score
Final Comments (2000 Character Limit)
Final Weighted Score
01. Scientific Quality
This includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the study design and feasibility. For further details please refer to Attachment C of the "2014 Project Grant Funding Rules for funding commencing in 2015".
Comments and Scores
6
3
6
3
02. Significance of the Expected Outcomes AND/OR Innovation of the Concept
This includes the potential to increase knowledge about human health, disease diagnoses, or biology of agents that affect human health, or the application of new ideas, procedures, technologies, programs or health policy settings to important topics that will impact on human health. For further details please refer to Attachment C of the "2014 Project Grant Funding Rules for funding commencing in 2015".
Comments and Scores
6
1.5
6
1.5
03. Team Quality and Capability – relative to opportunity
Team Quality and Capability is considered in terms of whether an applicant's previous research demonstrates that the investigator(s) is capable of achieving the proposed project and/or ability to deliver the proposed project in terms of having the appropriate mix of research skills and experience. Where an application involves a CI team, the track record of all CIs is considered and will be assessed relative to opportunity (including career stage), based on relevance to the research being proposed and taking into account time commitment. Team Quality and Capability is considered in relation to opportunity – with regard to factors such as career disruption, administrative and clinical/teaching load, and typical performance (including publications) for the field in question. For Project Grants, Team Quality and Capability will be judged on the most recent five years, except where there is a career disruption (see Advice and Instructions to Applicants for further details). Applicants should note that journal impact factors or person-centric citation metrics such as the H-index should not be used. The NHMRC Funding Rules provide more detailed descriptions of "relative to opportunity" and "career disruption". Please refer to Attachment C of the NHMRC 2014 Funding rules for funding commencing in 2015.
Comments and Scores
6
1.5
6
1.5
Score
18
18
Weighted Score
6
6
Displaying 1 - 3 of 3
Save
Delete
Return

Figure 26 – In-field Editing: Criteria Score and Comments Fields

7. Enter the application scores in the **Initial Criteria Score** fields by clicking on score and typing directly into the editable field. Please ensure whole numbers are used.

8. Enter comments against each criterion for the application in the **Initial Comments** field by clicking in the cell and typing directly into the editable field. It is recommended that comments be copied from another source (i.e. Word document) and pasted into the Comments field.

9. Select **Save**

.

10. Navigate to the **Properties dropdown** menu and select **Panel/SP Assessment – Part 2 – Comments and Verification**.

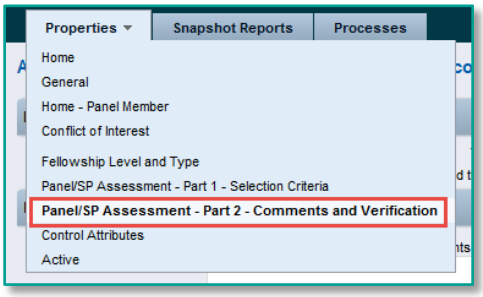


Figure 27 – Accessing Panel/SP Assessment: Part 2 Comments and Verification

11. In the fields provided, enter any **Budget Comments** and/or **Overall Comments/Questions** you want to include with this assessment.

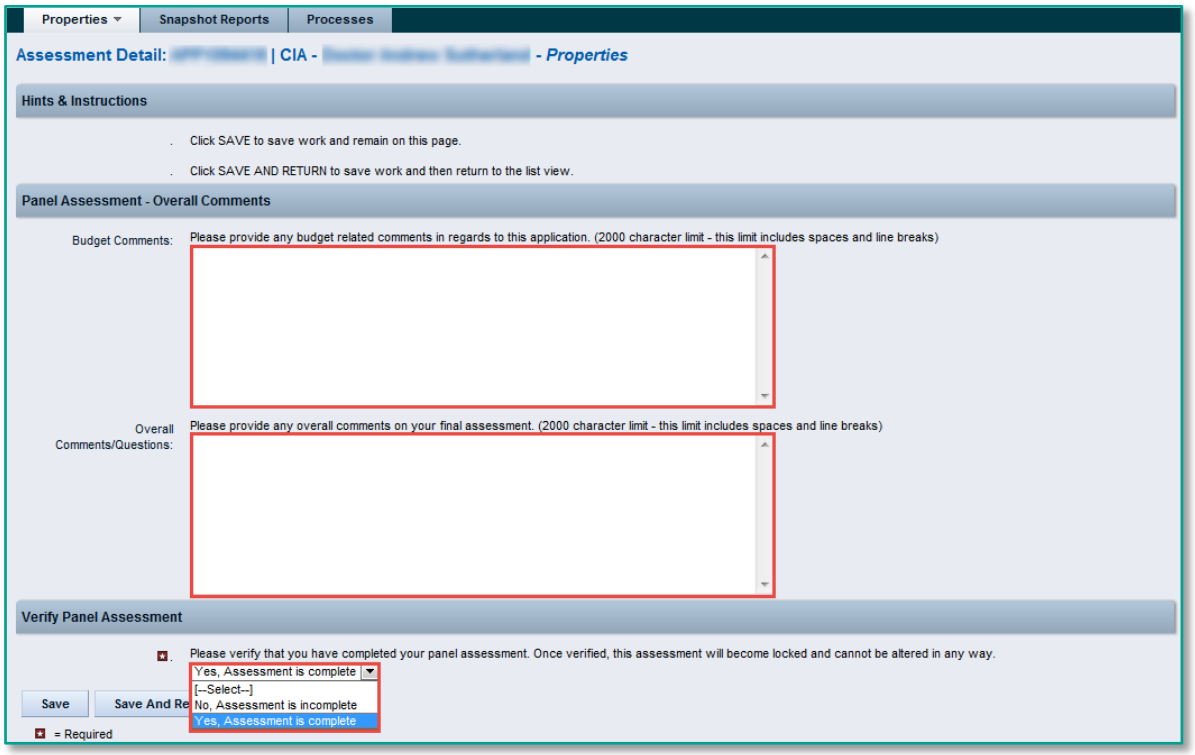
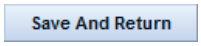

Properties
Snapshot Reports
Processes
Assessment Detail: | CIA - - Properties
Hints & Instructions
Click SAVE to save work and remain on this page.
Click SAVE AND RETURN to save work and then return to the list view.
Panel Assessment - Overall Comments
Budget Comments:
Please provide any budget related comments in regards to this application. (2000 character limit - this limit includes spaces and line breaks)
Overall Comments/Questions:
Please provide any overall comments on your final assessment. (2000 character limit - this limit includes spaces and line breaks)
Verify Panel Assessment
Please verify that you have completed your panel assessment. Once verified, this assessment will become locked and cannot be altered in any way.
Yes, Assessment is complete
[--Select--]
No, Assessment is incomplete
Yes, Assessment is complete
Save
Save And Re
= Required

Figure 28 – Assessment Detail: Budget Comments and/or Overall Comments/Questions

12. From the **Verify Panel Assessment** dropdown field at bottom of page, select **Yes, Assessment is complete**.

13. Select **Save and Return** 

to complete the submission of your assessment and return to the **Assessment Detail List**.

IMPORTANT NOTE

Once submitted and the verification process is complete, your assessment will be locked and cannot be altered in any way.

However, should you require the **Verify Panel Assessment** field to be unlocked to rectify an error please contact the Research Help Centre.

4.3.1. Rescoring an application (Project and Development Grants only)

IMPORTANT NOTE

This section only applies to spokespersons participating in the Development Grants and Project Grants schemes.

The following instructions outline the steps for rescoring an application following applicant responses (rebuttal).

After logging into RGMS follow the steps below to rescore applications following the applicant response relevant to your panel and/or assessments:

1. From the **RGMS Home page**, select the **Assessors/Panel Members** tab.
2. Navigate to the **Quicklinks for Assessors** section and select the **Complete my assessment(s)** link from the menu.

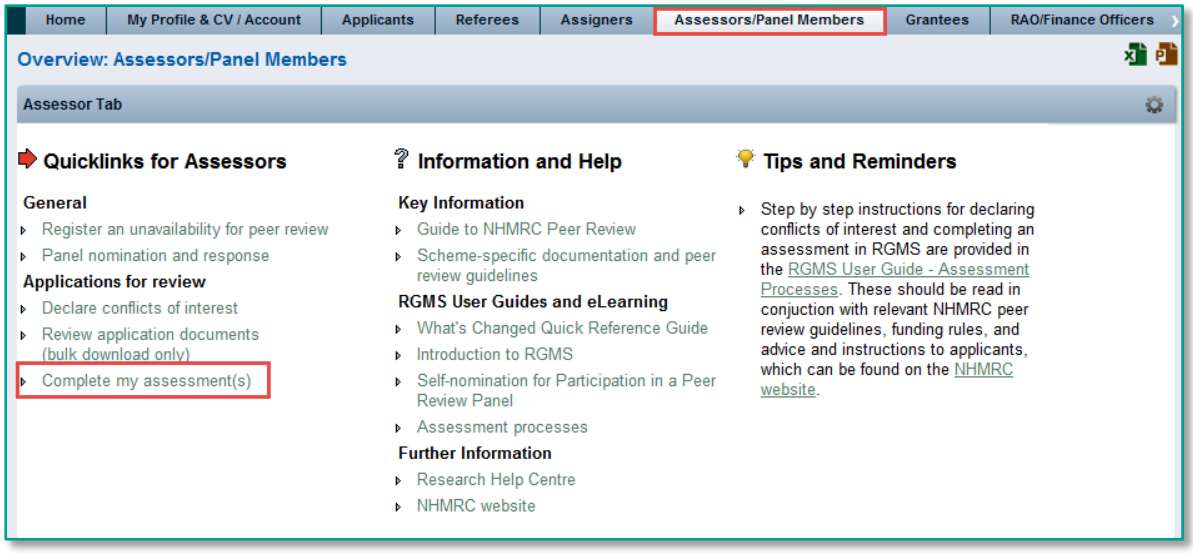

Home
My Profile & CV / Account
Applicants
Referees
Assigners
Assessors/Panel Members
Grantees
RAO/Finance Officers
Overview: Assessors/Panel Members
Assessor Tab
Quicklinks for Assessors
General
Register an unavailability for peer review
Panel nomination and response
Applications for review
Declare conflicts of interest
Review application documents (bulk download only)
Complete my assessment(s)
Information and Help
Key Information
Guide to NHMRC Peer Review
Scheme-specific documentation and peer review guidelines
RGMS User Guides and eLearning
What's Changed Quick Reference Guide
Introduction to RGMS
Self-nomination for Participation in a Peer Review Panel
Assessment processes
Further Information
Research Help Centre
NHMRC website
Tips and Reminders
Step by step instructions for declaring conflicts of interest and completing an assessment in RGMS are provided in the RGMS User Guide - Assessment Processes. These should be read in conjuction with relevant NHMRC peer review guidelines, funding rules, and advice and instructions to applicants, which can be found on the NHMRC website.

Figure 29 – Accessing the Complete My Assessments Quicklink

3. Enter the round name directly in the **Round** field and select the appropriate entry from the options provided then select the **Filter** Filter button. Entering the Panel field at the bottom-right is optional.
4. Alternatively you can use the lookup field by selecting the binoculars icon to select the relevant Round Code or Round Name. Select the relevant round and select **Add** Add.

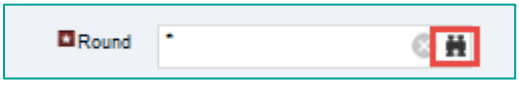


Figure 30 - Binoculars Look-up Icon

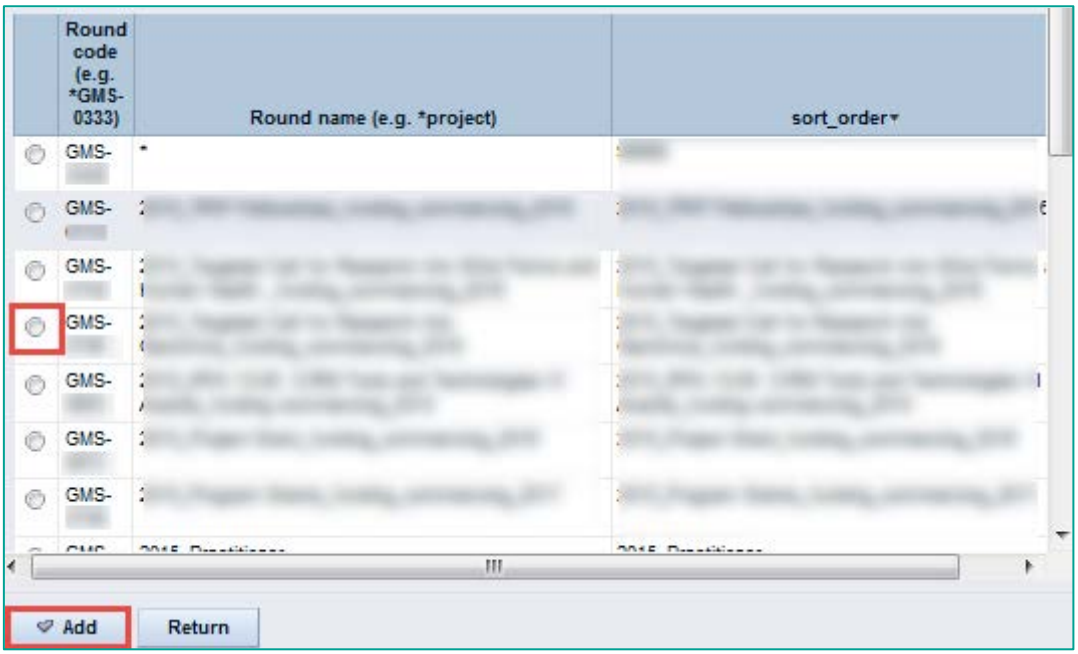


Figure 31 - Round Code / Round Name Selection

For more information on lookup fields Refer to ***Section 3.8 Lookups*** of **RGMS User Guide – Introduction to RGMS (Research Community).**

5. Select the **properties icon** to open the assessment.
6. Click the **Detail** tab.
7. Navigate to the **Properties** tab dropdown menu and select **Update Final Score** from the menu.
8. Select the **New** New button.
9. Select **Selection Criteria Type** from the dropdown field.
10. Select the **Selection Criteria to Update** from the dropdown field.
11. Select the **New Final Score** from the dropdown field.
12. Select the **Save and Return** Save And Return button.

The score will now be updated for this specific selection criterion. Repeat the process from step 5 to alter any of the scores within the same application.

5. Applicant Rebuttal (Not applicable to Partnership Projects)

IMPORTANT NOTE

This function is available to applicants and research administration officers (RAO) only.

When all assessments have been received, applicants will receive an email advising that they can now prepare their rebuttals. The email will inform RAOs and applicants that the assessors' comments document is available and they will need to download the document from RGMS. This section outlines the following:

- Viewing assessor comments
- Completing and submitting your response
- Authorising an RAO to submit rebuttal comments on your behalf
- Submitting rebuttal comments on an applicant's behalf (RAO's)

5.1. Viewing assessor comments

In order to complete your rebuttal you will need to access the initial comments from the spokesperson.

1. From the RGMS Home page, select the **Applicants** tab.

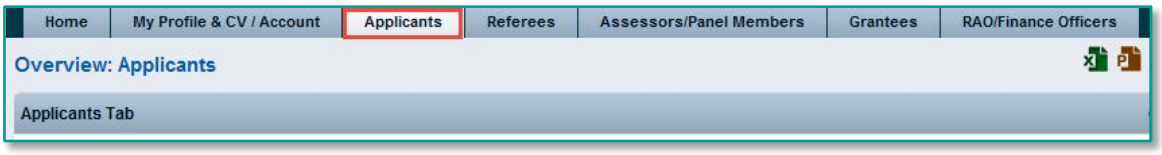


Figure 32 – Accessing the Applicants Page

2. Navigate to the **Quicklinks for Applicants** and select the **View assessor comments** quicklink.

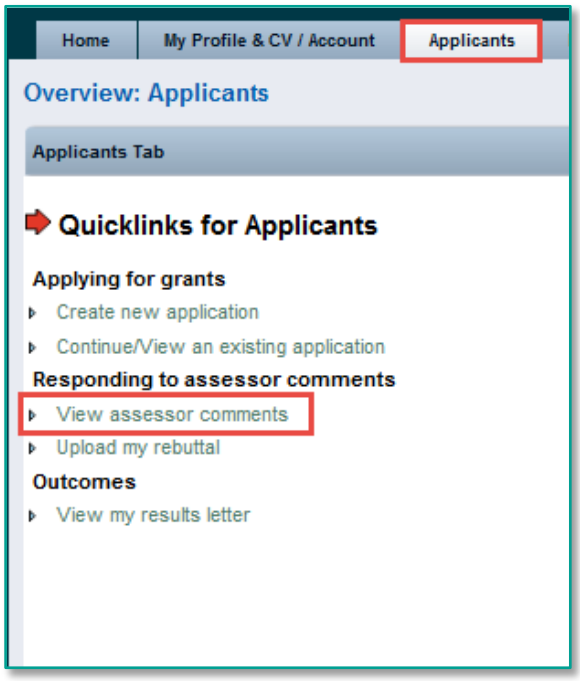


Figure 33 - Accessing the View assessor comments quicklink

3. Use the Initiative, Round, or Application ID to narrow your results and click the Properties icon of the application.

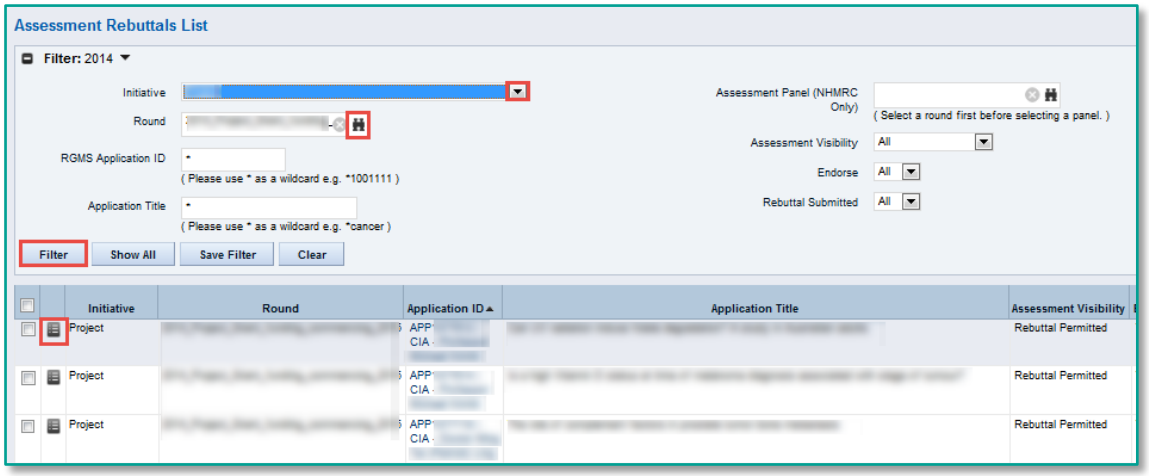


Figure 34 - Selecting an Application's Properties

4. On the Assessment Rebuttals: Results page click the icon in the Letter of Result column for Assessor Comments to display the letters from RGMS containing the assessor comments.

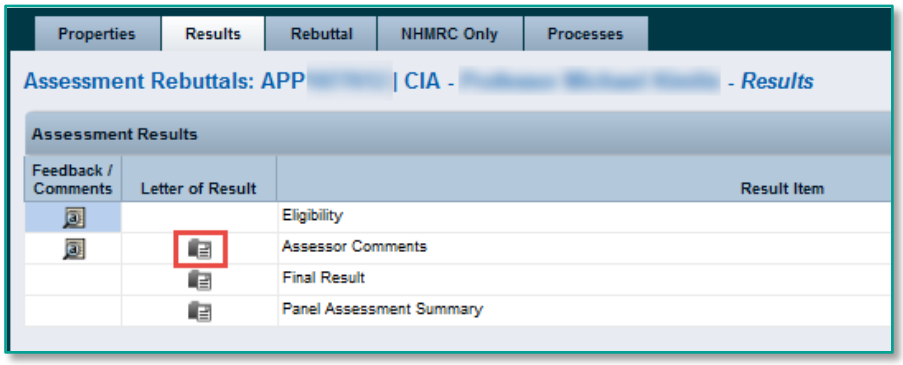
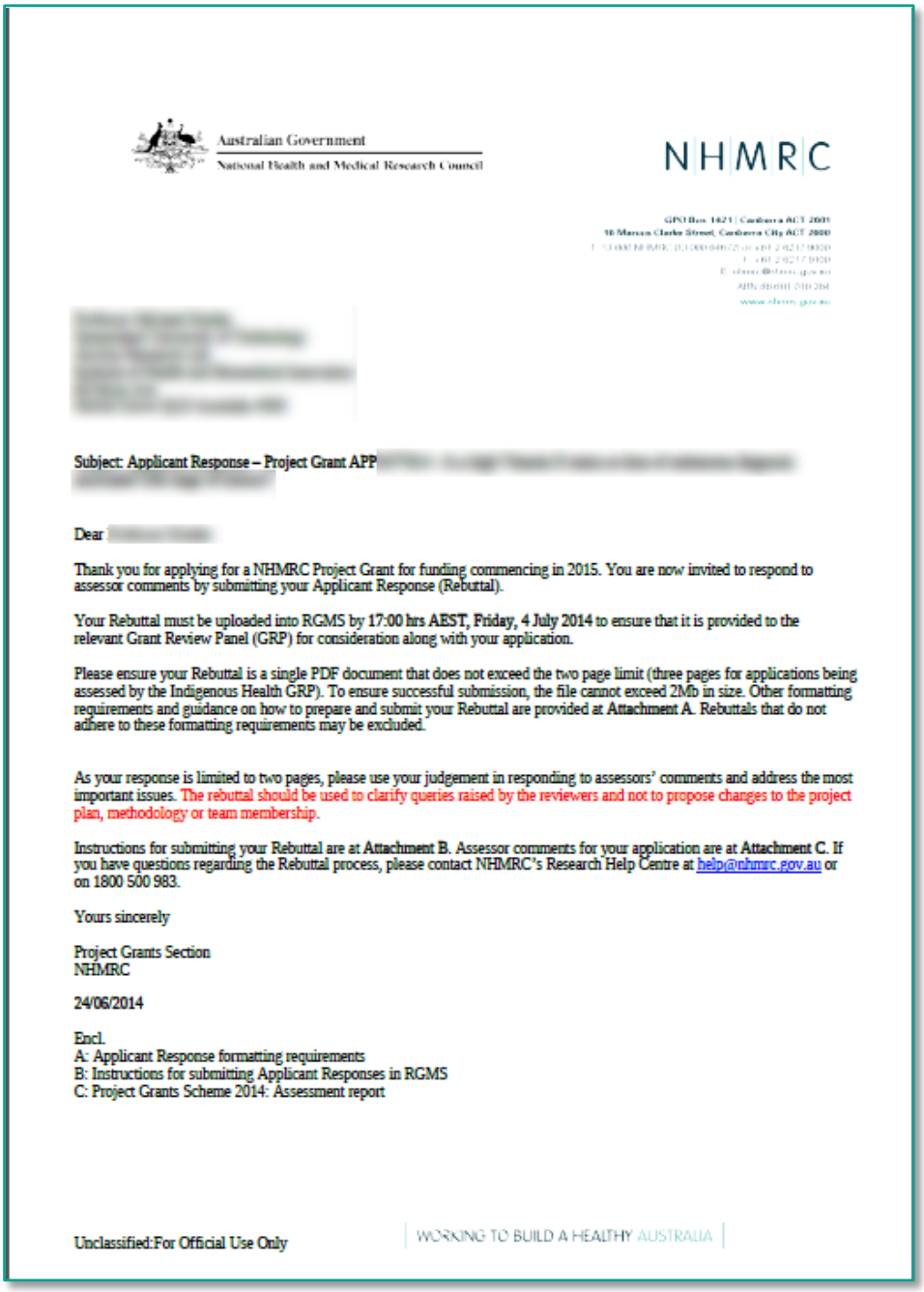


Figure 35 - Accessing the Assessor Comments Letters


Australian Government
National Health and Medical Research Council

NHMRC

Subject: Applicant Response – Project Grant APP

Dear

Thank you for applying for a NHMRC Project Grant for funding commencing in 2015. You are now invited to respond to assessor comments by submitting your Applicant Response (Rebuttal).

Your Rebuttal must be uploaded into RGMS by 17:00 hrs AEST, Friday, 4 July 2014 to ensure that it is provided to the relevant Grant Review Panel (GRP) for consideration along with your application.

Please ensure your Rebuttal is a single PDF document that does not exceed the two page limit (three pages for applications being assessed by the Indigenous Health GRP). To ensure successful submission, the file cannot exceed 2Mb in size. Other formatting requirements and guidance on how to prepare and submit your Rebuttal are provided at Attachment A. Rebuttals that do not adhere to these formatting requirements may be excluded.

As your response is limited to two pages, please use your judgement in responding to assessors' comments and address the most important issues. The rebuttal should be used to clarify queries raised by the reviewers and not to propose changes to the project plan, methodology or team membership.

Instructions for submitting your Rebuttal are at Attachment B. Assessor comments for your application are at Attachment C. If you have questions regarding the Rebuttal process, please contact NHMRC's Research Help Centre at help@nhmrc.gov.au or on 1800 500 983.

Yours sincerely

Project Grants Section
NHMRC

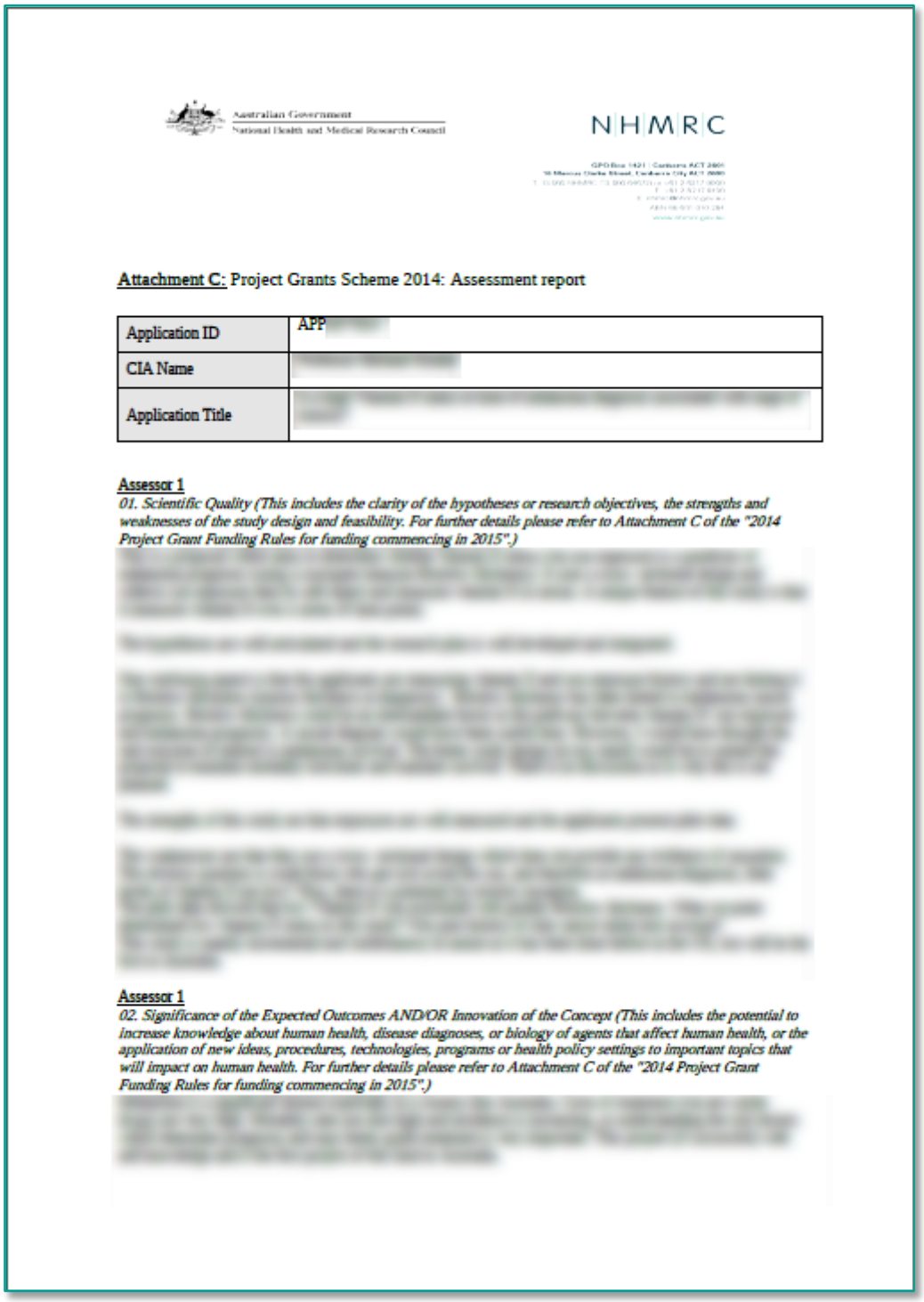
24/06/2014

Encl.
A: Applicant Response formatting requirements
B: Instructions for submitting Applicant Responses in RGMS
C: Project Grants Scheme 2014: Assessment report

Unclassified:For Official Use Only

WORKING TO BUILD A HEALTHY AUSTRALIA

Figure 36 - Example Cover Letter



Australian Government
National Health and Medical Research Council

NHMRC

Attachment C: Project Grants Scheme 2014: Assessment report

Application ID	APP
CIA Name	
Application Title	

Assessor 1

01. Scientific Quality (This includes the clarity of the hypotheses or research objectives, the strengths and weaknesses of the study design and feasibility. For further details please refer to Attachment C of the "2014 Project Grant Funding Rules for funding commencing in 2015".)

Assessor 1

02. Significance of the Expected Outcomes AND/OR Innovation of the Concept (This includes the potential to increase knowledge about human health, disease diagnoses, or biology of agents that affect human health, or the application of new ideas, procedures, technologies, programs or health policy settings to important topics that will impact on human health. For further details please refer to Attachment C of the "2014 Project Grant Funding Rules for funding commencing in 2015".)

Figure 37 - Sample Assessor Comments Attachment

5.2. Completing and submitting your rebuttal

After viewing the assessor comments you are able to submit a response. When you have prepared the written response follow the steps below to upload the document.

1. From the RGMS Home page, select the **Applicants** tab.

Figure 38 – Accessing the Applicants Page

2. Navigate to the Quicklinks for Applicants and select the **Upload my rebuttal** quicklink.

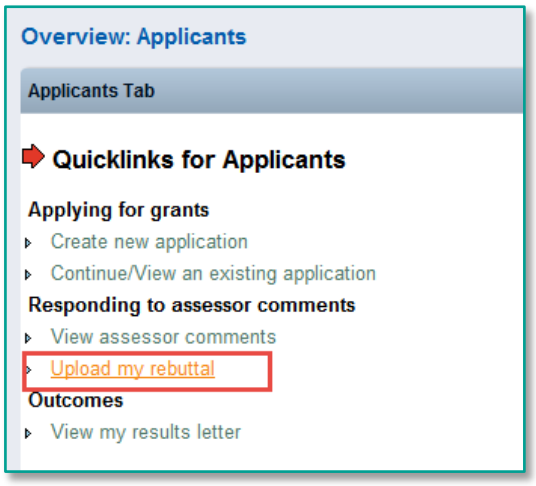


Figure 39 – Accessing the Upload My Rebuttal Quicklink

3. Use any of the filter options to assist in selecting the relevant Application by using the **Initiative** dropdown field and or entering search words in the **Round Title** and select the **Filter** Filter button.

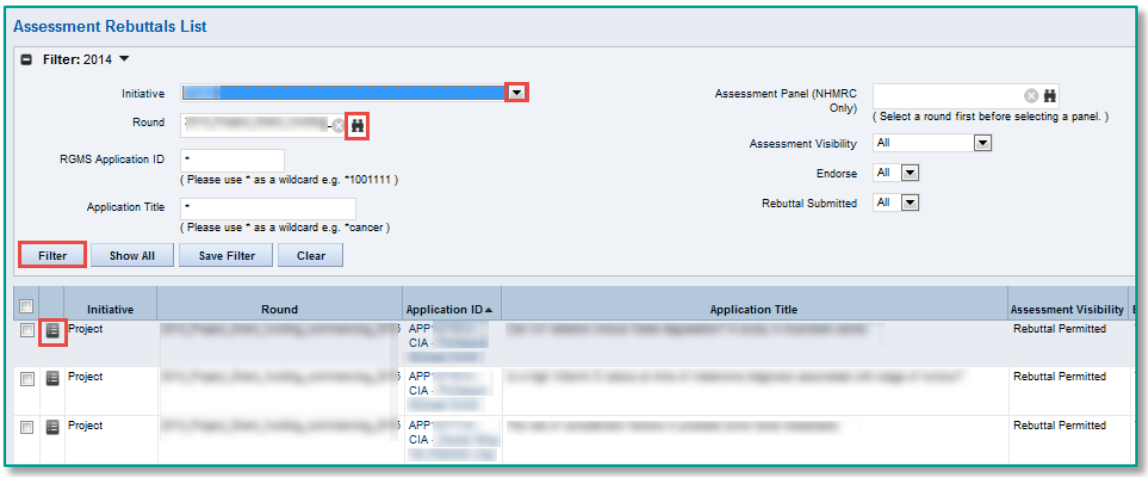


Figure 40 – Filtering in the Assessment Rebuttals List

For further information refer to the RGMS User Guide – Introduction to RGMS (Research Community) ***section 3.5 Filtering***.

4. Select the Upload my rebuttal quicklink.

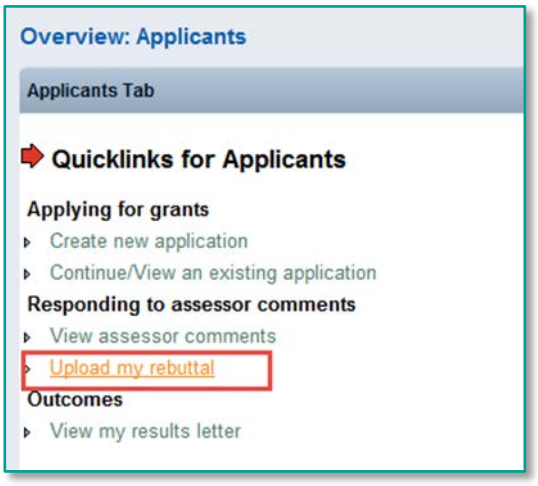


Figure 41 – Accessing the Upload My Rebuttal Quicklink

5. Navigate to the **Rebuttal** tab and select the **Rebuttal** link from the dropdown menu at the top of this tab.

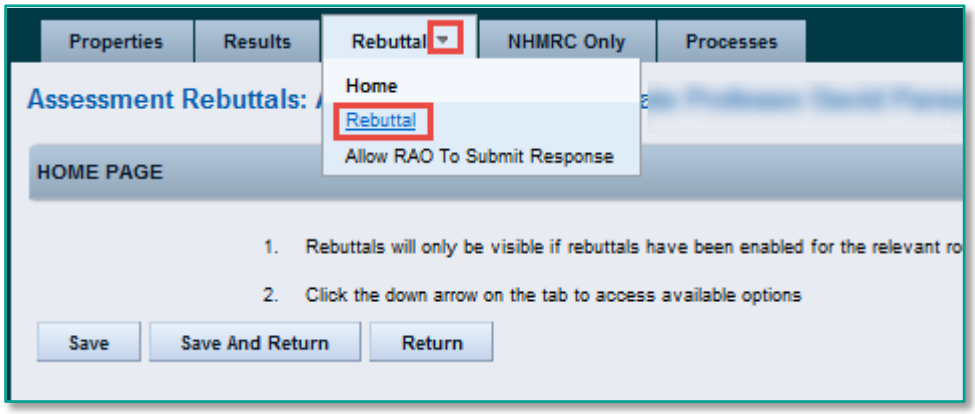


Figure 42 - Accessing the Rebuttals Tab Dropdown

6. Select the **Browse** Browse... button, navigate to and select the document to be uploaded.

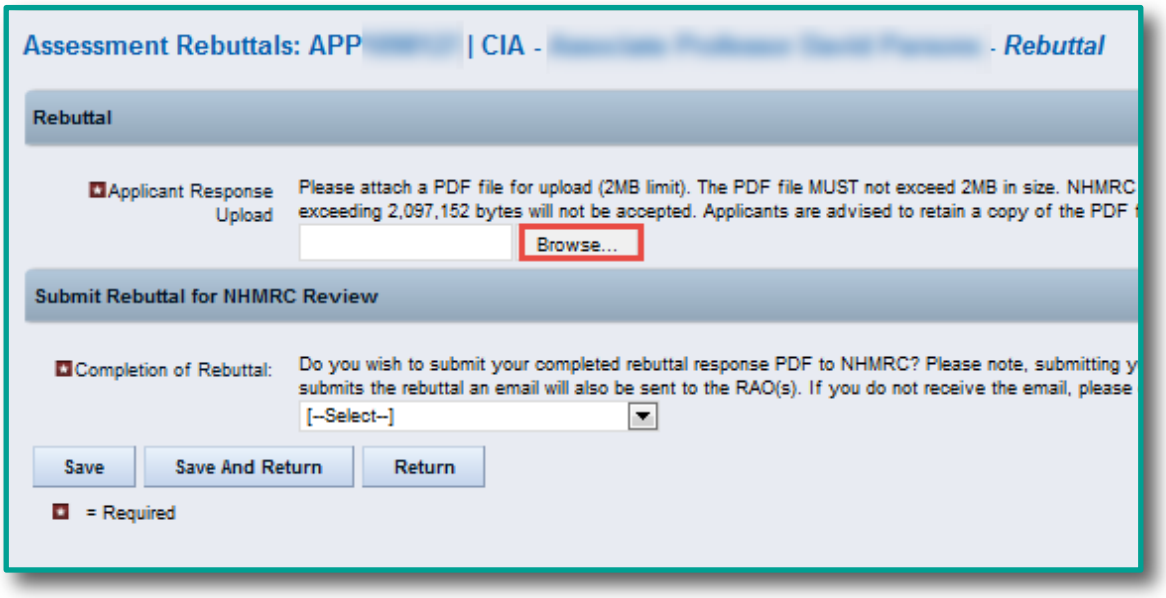

Assessment Rebuttals: APP | CIA - Rebuttal
Rebuttal
Applicant Response Upload
Please attach a PDF file for upload (2MB limit). The PDF file MUST not exceed 2MB in size. NHMRC
exceeding 2,097,152 bytes will not be accepted. Applicants are advised to retain a copy of the PDF
Browse...
Submit Rebuttal for NHMRC Review
Completion of Rebuttal:
Do you wish to submit your completed rebuttal response PDF to NHMRC? Please note, submitting y
submits the rebuttal an email will also be sent to the RAO(s). If you do not receive the email, please
[--Select--]
Save
Save And Return
Return
= Required

Figure 43 - Using the Browse Button to Search for Do Rebuttal Document

7. In the **Completion of Rebuttal** dropdown field select **Yes, Submit my response to NHMRC**.

IMPORTANT NOTE

Please note that once you have submitted you will be unable to do any further edits.

8. Select **Save and Return** Save And Return to save your edits and return to the **Assessment Rebuttals List**.

   An automated email from RGMS will be generated notifying the CIA (and RAO; if the RAO submitted on behalf of the CIA as per **Section 5.2.2**) that the rebuttal has been successfully submitted.

5.2.1. Authorising an RAO to submit rebuttal comments on your behalf

It may be necessary for the RAO to submit the rebuttal on your behalf. This topic outlines how to enable the RAO to submit the rebuttal.

1. From the **RGMS Home page**, select the **Applicants** tab.

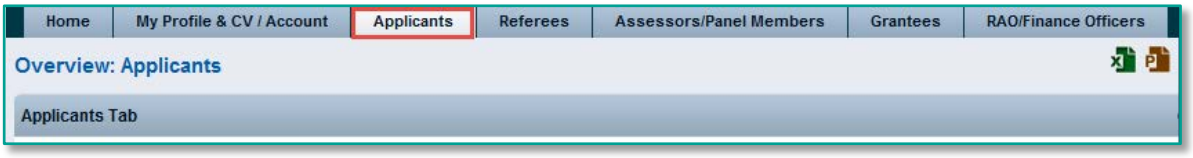


Figure 44 – Accessing the Applicants Page

2. Select the **Upload my rebuttal** quicklink.

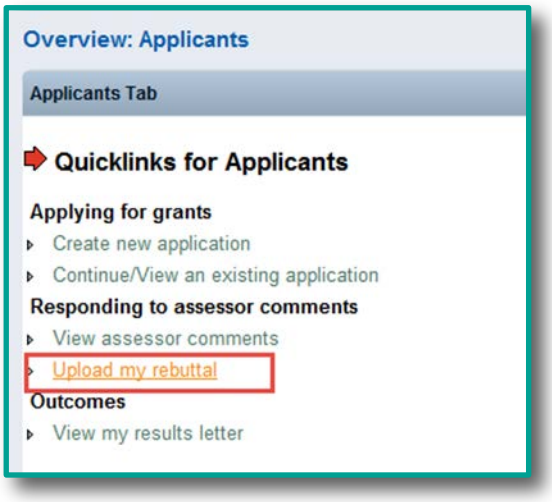


Figure 45 – Upload My Rebuttal Quicklink

3. Use the filters to select the relevant initiative, round and application ID and select the **Filter** Filter button.

   For more information on lookup fields Refer to ***Section 3.8 Lookups*** of **RGMS User Guide – Introduction to RGMS (Research Community).**

4. Select the **properties icon** to access the relevant application. The new screen will be opened up on the **Results** tab.

5. Navigate to the Rebuttal tab and select the Allow RAO to Submit Response link from the dropdown menu.

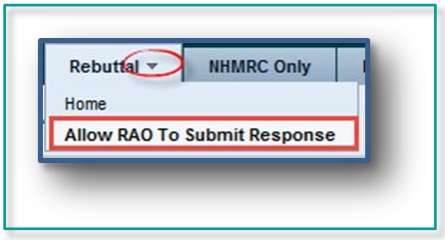


Figure 46 – Accessing the 'Allow RAO to Submit Response' link: Rebuttal

6. Navigate to the **Administering Institution** dropdown field and select the relevant institution.

7. Navigate to the **I Authorise the RAO at This Institution to Attach and Submit My Response** dropdown field and select **Yes**.

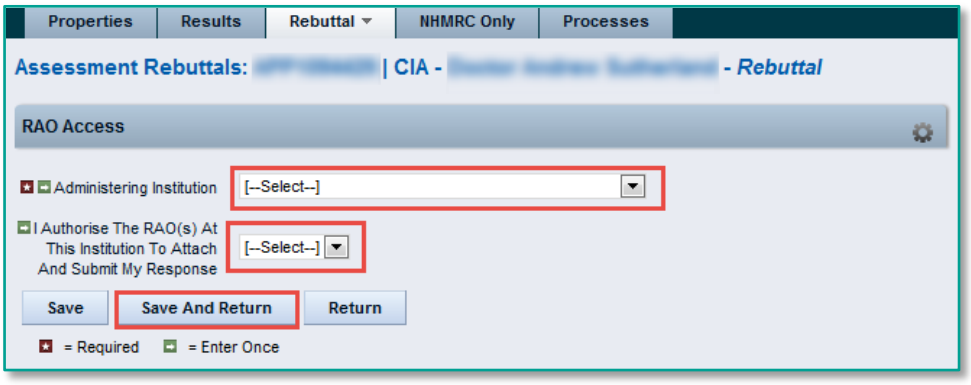
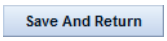


Figure 47 – Authorising RAO Access to Rebuttals Process

8. Select **Save and Return**  to save your actions and return to the **Assessment Rebuttals List.**

After the **Save and Return** is clicked, the RAO will be able to upload and submit the rebuttal response document on behalf of the CIA. The CIA and the RAO will receive an automated notification of submission email once the document has been successfully submitted.

5.2.2. RAOs: Submitting rebuttal comments on an applicant's behalf

As an RAO, you may be required to submit a rebuttal on behalf of one of your applicants.

1. From the RGMS Home page, navigate to and select the RAO/Finance **Officers** tab.

Figure 48 – Accessing the RAO/Finance Officers Page

2. Navigate to the Quicklinks for RAOs and select the Submit Rebuttals on behalf of CIAs quicklink.

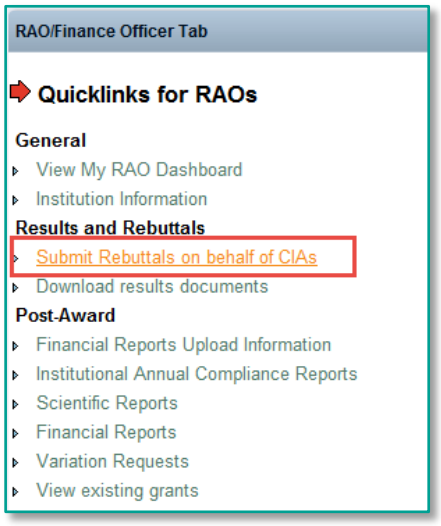


Figure 49 – Submit Rebuttals on behalf of CIAs Quicklink

3. Use the filters to select the relevant initiative, round and application ID and select the Filter Filter button.

4. Select the properties icon to access the relevant application. The new screen will be opened up on the Results tab.

5. Navigate to the Rebuttal tab at the top of the page and select the Rebuttal link from the dropdown menu.

6. Select the Browse Browse... button, navigate to and select the document to be uploaded.

7. Navigate to the Completion of Rebuttal dropdown field and select Yes, Submit my response to NHMRC.

8. Select Save and Return Save And Return to save your actions and return to the Assessment Rebuttals List.

An automated email from RGMS will be generated notifying the CIA and RAO that the rebuttal has been successfully submitted.

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